Script Name Description Created By

The purpose of this script is to test the system's ability to process School Group Submissions

Ben Lopez

Tested By Date Tested

Prerequisites
Use Cases Covered

UC 9 Appendix

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
	Click to open Internet Browser	Browser opens				
	Enter eZ-Audit application link into browser: <a href="https://dev.ezaudit.ed.gov:8571/EZ3WebApp/login.jsp">https://dev.ezaudit.ed.gov:8571/EZ3WebApp/login.jsp</a>	System presents the login page				
2						
	Proprietary Consolidated/Consolidated School Group					
	Submission Enter username <consolidatedschool> and password</consolidatedschool>	Username is displayed in the username field.				
3	<password1></password1>	Password is displayed in the password field with *s				
		System presents the "Institution Home Page." The page contains top navigation:	SG30, SG37			
		- eZ-Audit Home - Help				
		- Logout				
		The page also contains left navigation links with the headings: Create Annual Submission				
		Other Submission				
	Select the "Login" button	Administration				
1 5	Select the "Create Annual Submission" Link	System displays the "Financial Statements" page. The page contains top navigation: - eZ-Audit Home	SG08, SG35, SG41			
		- Help				
		- Logout				
		Left navigation consists of: - Financial Statements				
		- Friancial Statements - Compliance Audit				
		- Completeness Checklist				
		- Upload Attachments - Submit				
		The contents area of the page has the heading "FSA Annual Submission Financial Statement Information".				
		Immediately below the heading is the Institution name <consolidatedschool> and OPEID <???????.>. The</consolidatedschool>				
		Institution name will be illustrated as a link. The page then contains the following questions/fields:				
		Our records indicate that this group contains the following OPEIDs:     If this information is incorrect please contact the eZ-Audit Help Desk at fsaezaudit@ed.gov				
		A grid containing all Member Schools within the school group with columns for OPE_ID, Name, Locator, City,				
		and State appears. The following schools should be on the grid:				
		2. Indicate Period Audited - Begin Date				
		- End Date				
		- Reason if less than 1 year.				
5						
J		3. Review Auditor Information				
		- Records indicate your Current Auditor Is: < Pricewaterhouse 111111111>				
		- Is this information correct? (Yes/No) Enter Auditors TIN				
		4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)?				
		(Yes/No)				
		<ol> <li>Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No)</li> <li>Select an Opinion Type (drop down list box)</li> </ol>				
		7. Enter 90/10 Revenue Attestation Perecentage				
		- Locator School				
		- Member School 1 8. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions)				
		8. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions) (Yes/No): Going Concern, Contingent Liabilities, Debt Agreement Violation, ED Compliance Issues, Revenue				
		Recognition (non-prorata), Late Refunds				
		10. Enter Financial Statement Data - Links to Balance Sheet, Income Statement, Cash Flow Statement				
		- Links to Balance Sheet, Income Statement, Cash Flow Statement The following buttons are available to the user: Cancel, Save and Save & Proceed				
		Q				
	D. 1 1 1 1 107 (01 (000)	with the second	SG04, SG05			
	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input				
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Buttons available to the user are: Cancel, Calculate and Save & Proceed.  20 Enter Cash and Cash Equivalents <9431> Field accepts input 21 Enter Accounts Receivable - Studen <14265> Field accepts input 22 Enter Accounts Receivable - Employees <1> Field accepts input 23 Enter Accounts Receivable - Related Parties, Secured <1> Field accepts input 24 Enter Accounts Receivable - Related Parties, Unsecured <1> Field accepts input 25 Enter Accounts Receivable - Related Parties, Unsecured <1> Field accepts input 26 Field accepts input 27 Field accepts input 38 Field accepts input 49 Field accepts input 40 Field accepts input 40 Field accepts input 40 Field accepts input 40 Field accepts input 41 Field accepts input 42 Field accepts input 43 Field accepts input 44 Field accepts input 45 Field accepts input 46 Field accepts input 47 Field accepts input 48 Field accepts input 49 Field accepts input 40 Field accepts input 41 Field accepts input 42 Field accepts input 41 Field accepts input 42 Field accepts input 43 Field accepts input 44 Field accepts input 45 Field accepts input 46 Field accepts input 47 Field accepts input 48 Field accepts input 48 Field accepts input 49 Field accepts input 40 Field accepts			Fields marked with an * above are calculated fields.				
21 Enter Accounts Receivable - Student 142655   Field accepts input   22 Enter Accounts Receivable - Employees ©D   Field accepts input   Enter Accounts Receivable - Related Parties, Secured <d -="" <d="" accounts="" enter="" parties,="" receivable="" related="" secured="" th="" unsecur<="" unsecured=""  =""><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></d>							1
21 Enter Accounts Receivable - Student 142655   Field accepts input   22 Enter Accounts Receivable - Employees ©D   Field accepts input   Enter Accounts Receivable - Related Parties, Secured <d -="" <d="" accounts="" enter="" parties,="" receivable="" related="" secured="" th="" unsecur<="" unsecured=""  =""><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></d>	1						
22 Enter Accounts Receivable - Employees D Field accepts input  Enter Accounts Receivable - Related Parties, Secured D Field accepts input  Enter Accounts Receivable - Related Parties, Unsecured Field accepts input  Enter Accounts Receivable - Related Parties, Unsecured Field accepts input  24  25 Enter Accounts Receivable - Other D Field accepts input  Field accepts input	20 E	nter Cash and Cash Equivalents <9431>					+
Inter Accounts Receivable - Related Parties, Secured Description   Enter Accounts Receivable - Related Parties, Unsecured Description   Enter Accounts Receivable - Related Parties, Un	22 E	nter Accounts Receivable - Student \$14205					+
23 Enter Accounts Receivable - Related Parties, Unsecured © Field accepts input  24 25 Enter Accounts Receivable - Other © Field accepts input	E:	nter Accounts Receivable - Related Parties, Secured <0>					+
24 25 Enter Accounts Receivable - Other <0> Field accepts input	23						
25 Enter Accounts Receivable - Other 🖘 Field accepts input		nter Accounts Receivable - Related Parties, Unsecured <03	Field accepts input				
			with the second				
i rea except input							+
	20 E	The valice for Doubtful Accounts No	rem necepio input	1	1		

Step# Action	Expected Results	Test Condition	Pass/Fail	Comments SIR #
Enter Prepaid Expenses <0>	Field accepts input			
27				
28 Enter Inventories <350>	Tidd contained			
29 Enter Note Receivable - Related Parties, Secured <0>	Field accepts input Field accepts input			
30 Enter Note Receivable - Related Parties, Secured <0>	Field accepts input			
31 Enter Note Receivable - Other<0>	Field accepts input			
32 Enter Investments (current) <0>	Field accepts input			
33 Enter Deferred Advertising <0>	Field accepts input			
34 Enter Deferred Income Tax - Current <0>	Field accepts input			
35 Enter Other Current Assets <0>	Field accepts input			
Enter Property and Equipment, including capitalized leas	Field accepts input			
36 assets <149265>				
37 Enter Accumulated Depreciation <17757>	Field accepts input			
Enter Intangible Assets (excluding Goodwill), net of	Field accepts input			
38 amortization <0>				
39 Enter Goodwill, net <0>	Field accepts input			
40 Enter Investments <0>	Field accepts input			
41 Enter Note Receivable - Related Parties, Secured <0>	Field accepts input			
42 Enter Note Receivable - Related Parties, Unsecured <0> 43 Enter Note Receivable - Other <0>	Field accepts input			
43 Enter Note Receivable - Other<0> 44 Enter Deferred Income Tax - Non-Current <0>	Field accepts input		1	
45 Enter Other Assets <0>	Field accepts input Field accepts input			
46 Enter Accounts Payable <0>	Field accepts input			
47 Enter Refunds Payable <0>	Field accepts input			
48 Enter Student Deposits & Advances <0>	Field accepts input			
49 Enter Accrued Expenses <1778>	Field accepts input			
50 Enter Current Portion of Long Term Debt <0>	Field accepts input			
51 Enter Deferred Tuition <21394>	Field accepts input			
52 Enter Deferred Taxes - Current <0>	Field accepts input			
53 Enter Line of Credit <0>	Field accepts input			
54 Enter Current Portion of Capital Lease Obligations <0>	Field accepts input			
55 Enter Other Current Liabilities <0>	Field accepts input			
56 Enter Long-Term Debt, net of current portion <0>	Field accepts input			
57 Enter Deferred taxes - Non-Current <0>	Field accepts input			
58 Enter Capital Lease Obligations <0> 59 Enter Deferred Compensation <0>	Field accepts input			
60 Enter Annuities Payable <0>	Field accepts input Field accepts input			
61 Enter Post Employment & Retirement Benefits <0>	Field accepts input			
62 Enter Other Liabilities <0>	Field accepts input			
63 Enter Contributed Capital <132382>	Field accepts input			
64 Enter Retained Earnings <0>	Field accepts input			
65 Enter Common Stock <0>	Field accepts input			
66 Enter Preferred Stock <0>	Field accepts input			
67 Enter Paid in Capital Excess of Par <0>	Field accepts input			
Enter Unrealized Gain (Loss) on Marketable Securities <0	Field accepts input			
68				
69 Enter Comprehensive Income (Loss) <0>	Field accepts input			
70 Enter Treasury Stock <0>	Field accepts input			
Select "Calculate" button	System refreshes "Balance Sheet" page with values previously entered pre- populated. In addition, the system has			
	calculated values and pre-populated the following fields:			
	Net Accounts Receivable (\$14,265) Total Current Assets (\$24,046)			
	Total Current Assets (\$24,046)  Net Property & Equipment including capitalized lease assets (\$131,508)			
	Net Property & Equipment including capitalized lease assets (\$131,508)  Total Assets (\$155,554)			
	Total Current Liabilities (\$23,172)			
i i	Total Liabilities (\$23,172)		l	
	Total Liabilities (\$23,172) Total Owner's Equity (\$132,382)			
	Total Owner's Equity (\$132,382)			
71	Total Owner's Equity (\$132,382) Total Liabilities & Owner's Equity (\$155,554)			
71 Select "Save & Proceed" button	Total Owner's Equity (\$132,382)			
71 Select "Save & Proceed" button	Total Liabilities & Owner's Equity (\$132,882) Total Liabilities & Owner's Equity (\$155,554) Buttons displayed are: Calculate, Cancel and Save & Proceed. System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (c2-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness			
71 Select "Save & Proceed" button	Total Owner's Equity (\$132,382) Total Liabilities & Owner's Equity (\$155,554) Buttons displayed are: Calculate, Cancel and Save & Proceed.  System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (&Z-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachmently, and Submit links) and a content area that contains the following fields: Revenue,			
71 Select "Save & Proceed" button	Total Cowner's Equity (\$132,382) Total Liabilities & Owner's Equity (\$155,554) Buttons displayed are: Calculate, Cancel and Save & Proceed.  System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (¿e-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following fields: Revenue, Non-Operating Income, Gains on Sale of Investments, net of losses, Internation of the Complete of Investments, net of losses, Internation of the Complete of Investments, net of losses, Internation of the Complete of Investments and Investment of Investments and Investments and Investment of Investments and Investments and Investment of Investme			
71 Select "Save & Proceed" button	Total Chorner's Equity (\$132,382) Total Liabilities & Owner's Equity (\$155,554) Buttons displayed are: Calculate, Cancel and Save & Proceed.  Bystem saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (&P.Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following fields: Revenue, Tuttion & Fees, Other, Total Revenue", Non-Operating Income, Cains on Sale of Investments, net of Other, Total Non-Operating Income", Cost of Goods Sold, Salaries Expense, REnt Expense, INsurance			
71 Select "Save & Proceed" button	Total Labilities & Owner's Equity (\$132,382) Total Labilities & Owner's Equity (\$155,554) Buttons displayed are: Calculate, Cancel and Save & Proceed.  System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (¿e-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following fields: Revenue, Tuttion & Fees, Other, Total Revenue*, Mon-Operating Income, Gains on Sale of Investments, net of losses, Interest Income, Other, Total Non-Operating Income*, Cost of Goods Sold, Salaries Expense, REnt Expense, Network (Salaries Expense), Refined Expense, Proceeding of Amortization Expense, Interest Expense, Bad Debt Expense,			
71 Select "Save & Proceed" button	Total Liabilities & Owner's Equity (\$132,882) Total Liabilities & Owner's Equity (\$155,554) Buttons displayed are: Calculate, Cancel and Save & Proceed.  System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (c2-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following fields: Revenue.  Tuition & Fee, Other, Total Revenue*, Non-Operating Income, Gains on Sale of Investments, net of loses, Interest Income, Other, Total Non-Operating Income*, Cost of Goods Sold, Salaries Expense, REnt Expense, INsurance Expense, Administrative Expenses, Depreciation & Amortization Expense, Interest Expense, Bad Debt Expense, Marketing, Recruiting, Other Expenses, Total Expenses, Interest Expense, Information Expense, Interest Expense, Information Expense, Interest Expense, Information Expense, Interest Exp			
71 Select "Save & Proceed" button	Total Owner's Equity (\$132,382) Total Liabilities & Owner's Equity (\$155,554) Buttons displayed are: Calculate, Cancel and Save & Proceed. Buttons displayed are: Calculate, Cancel and Save & Proceed. System saves Balance Sheet data entered and displays the "Income Statement", page which contains top navigation (cz-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following fields: Revenue, Tuttion & Fees, Other, Total Revenue*, Non-Operating Income, Cains on Sale of Investments, net of losses, Interest Income, Other, Total Non-Operating Income*, Cost of Goods Sold, Salaries Expense, Refur Expresse, Interest Expense, Administrative Expenses, Depreciation & Amortization Expense, Interest Expense, Bad Debt Expense, Marketing, Recruiting, Other Expenses, Total Expenses,* Net Income Mefer Taxes*, Provision for Income Taxes, Net Income After Taxes*, Patraordinary Cain, Gain (Loss) Discontinued Operations, Cain (Loss) Change in			
71 Select "Save & Proceed" button	Total Liabilities & Owner's Equity (\$132,382) Total Liabilities & Owner's Equity (\$155,554) Buttons displayed are: Calculate, Cancel and Save & Proceed.  System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (c2-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following fields: Revenue, Tutition & Fees, Other, Total Revenue*, Non-Operating Income, Gains on Sale of Investments, net of losses, Interest Income, Other, Total Non-Operating Income*, Cost of Goods Sold, Salaries Expense, REnt Expense, Interest Income, Other, Total Non-Operating Income*, Cost of Goods Sold, Salaries Expense, Rent Expense, Marinistrative Expenses, Depreciation & Amortization Expense, Interest Expense, Bad Debt Expense, Marketing, Recruiting, Other Expenses, Total Expenses*, Net Income Before Taxes*, Provision for Income Taxes, Net Income After Taxes*, Extraordinary Gain, Gain (Loss) Discontinued Operations, Gain (Loss) Change in Accounting Principle, Net Income*, Retained Earnings, Beginning of Year, Gain (Loss) Correction of Error,			
71 Select "Save & Proceed" button	Total Owner's Equity (\$132,382) Total Liabilities & Owner's Equity (\$155,554) Buttons displayed are: Calculate, Cancel and Save & Proceed.  System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (¿C-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following fields: Revenue, Tuttion & Fees, Other, Total Revenue", Non-Operating income, Cains inso no Sale of Investments, net of lossess, Interest Income, Other, Total Non-Operating Income*, Cost of Goods Sold, Salaries Expense, Rath Expense, INsurrance Expense, Administrative Expenses, Depreciation & Amortization Expense, Interest Expense, Bad Debt Expense, Marketing, Recrutting, Other Expenses, Calculated Expenses, Net Income Before Taxes*, Provision for Income Taxes, Net Income After Taxes*, Extraordinary Gain, Gain (Loss) Discontinued Operations, Gain (Loss) Change in Accounting Principle, Net Income*, Retained Earnings, End of Year*			
71 Select "Save & Proceed" button	Total Liabilities & Owner's Equity (\$132,382) Total Liabilities & Owner's Equity (\$155,554) Buttons displayed are Calculate, Cancel and Save & Proceed.  System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (c2-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following fields: Revenue, Tution & Fees, Other, Total Revenue*, Non-Operating Income, Garian on Sale of Investments, net of losses, Interest Income, Other, Total Non-Operating Income*, Cost of Goods Sold, Salaries Expense, Refit Expense, Interest Income, Other, Total Non-Operating Income*, Cost of Goods Sold, Salaries Expense, Refit Expense, Marketing, Recruiting, Other Expenses, Depreciation & Amortization Expense, Interest Expense, Bad Debt Expense, Marketing, Recruiting, Other Expenses, Total Expenses*, Net Income Before Taxes*, Provision for Income Taxes, Net Income After Taxes*, Extraordinary Gain, Gain (Loss) Discontinued Operations, Gain (Loss) Change in Accounting Principle, Net Income*, Retained Earnings, End of Year* Fields marked with an * above are calculated fields.			
71 Select "Save & Proceed" button	Total Owner's Equity (\$132,382) Total Liabilities & Owner's Equity (\$155,554) Buttons displayed are: Calculate, Cancel and Save & Proceed.  System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (¿C-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following fields: Revenue, Tuttion & Fees, Other, Total Revenue", Non-Operating income, Cains inso no Sale of Investments, net of lossess, Interest Income, Other, Total Non-Operating Income*, Cost of Goods Sold, Salaries Expense, Rath Expense, INsurrance Expense, Administrative Expenses, Depreciation & Amortization Expense, Interest Expense, Bad Debt Expense, Marketing, Recrutting, Other Expenses, Calculated Expenses, Net Income Before Taxes*, Provision for Income Taxes, Net Income After Taxes*, Extraordinary Gain, Gain (Loss) Discontinued Operations, Gain (Loss) Change in Accounting Principle, Net Income*, Retained Earnings, End of Year*			
72	Total Liabilities & Owner's Equity (\$132,382) Total Liabilities & Owner's Equity (\$155,554) Buttons displayed are: Calculate, Cancel and Save & Proceed. System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (c2-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following fields: Revenue, Non-Operating Income, Cains on Sale of Investments, net of losses, Interest Income, Other, Total Non-Operating Income, Cains on Sale of Investments, net of losses, Interest Income, Other, Total Non-Operating Income, Cost of Goods Sold, Salaries Expense, REIT Expense, INsurance Expense, Administrative Expenses, Depreciation & Amortization Expense, Interest Expense, Bad Debt Expense, Marketing, Recruiting, Other Expenses, Total Expenses,* Net Income Before Taxes*, Provision for Income Taxes, Net Income After Taxes*, Extraordinary Gain, Gain (Loss) Discontinued Operations, Gain (Loss) Change in Accounting Principle, Net Income*, Retained Earnings, Beginning of Year, Gain (Loss) from Correction of Error, Retained Earnings, End of Year* Fields marked with an *above are calculated fields. Buttons displayed are: Cancel, Calculate and Save & Proceed.			
71 Select "Save & Proceed" button  72 73 Enter Revenue <>> 74 Enter Tuition & Fees <117843>	Total Liabilities & Owner's Equity (\$132,382) Total Liabilities & Owner's Equity (\$155,554) Buttons displayed are Calculate, Cancel and Save & Proceed.  System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (c2-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following fields: Revenue, Tution & Fees, Other, Total Revenue*, Non-Operating Income, Garian on Sale of Investments, net of losses, Interest Income, Other, Total Non-Operating Income*, Cost of Goods Sold, Salaries Expense, Refit Expense, Interest Income, Other, Total Non-Operating Income*, Cost of Goods Sold, Salaries Expense, Refit Expense, Marketing, Recruiting, Other Expenses, Depreciation & Amortization Expense, Interest Expense, Bad Debt Expense, Marketing, Recruiting, Other Expenses, Total Expenses*, Net Income Before Taxes*, Provision for Income Taxes, Net Income After Taxes*, Extraordinary Gain, Gain (Loss) Discontinued Operations, Gain (Loss) Change in Accounting Principle, Net Income*, Retained Earnings, End of Year* Fields marked with an * above are calculated fields.			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
75 76	Enter Other <0>	Field accepts input		,		
	Enter Non-Operating Income <0>	Field accepts input				
	Enter Gains on Sale of Investments, net of losses <0>	Field accepts input				
78	Enter Interest Income <0>	Field accepts input				
79 80	Enter Other <0> Enter Cost of Goods Sold <8442>	Field accepts input				
	Enter Cost of Goods Sold <8442> Enter Salaries Expense <51229>	Field accepts input				
82	Enter Salaries Expense <51229> Enter Rent Expense <1488>	Field accepts input Field accepts input				
	Enter Insurance Expense <1530>	Field accepts input				
84	Enter Administrative Expenses <0>	Field accepts input				
85	Enter Depreciation & Amortization Expense <8451>	Field accepts input				
	Enter Interest Expense <0>	Field accepts input				
87	Enter Bad Debt Expense <0>	Field accepts input				
88 89	Enter Marketing <0>	Field accepts input				
	Enter Recruiting <0> Enter Other Expenses <29284>	Field accepts input Field accepts input				
91	Enter Provision for Income Taxes <0>	Field accepts input				
92		Field accepts input				
	Enter Gain (Loss) from Discontinued Operations, net of	Field accepts input				
93	taxes <0>	• •				
	Enter Gain (Loss) from Change in Accounting Principle, no	et Field accepts input				
94	of taxes <0>					
95	Enter Retained Earnings, beginning of year <104991>	Field accepts input				$\longrightarrow$
Q.c	Enter Gain (Loss) from Correction of an Error, net of tax	Field accepts input				1
97	Enter Distribution to Shareholders <1>	Field accepts input				<del>                                     </del>
	Select "Calculate" button	System refreshes "Income Statement" page with values previously entered pre-populated. In addition, the system				
		has calculated values and pre-populated the following fields:				
		Total Operating Income (\$117,843)				
		Total Non-Operating Income (\$0)				
		Total Income (\$117,843)				
		Total Expenses (\$100,424)				
		Net Income Before Taxes (\$17,419)				
		Net Income After Taxes (\$17,419) Net Income (\$17,419)				
		Retained Earnings - End of Year (\$122,409)				
		Buttons displayed are: Calculate, Cancel and Save & Proceed.				
98						
	Select "Save & Proceed" button	System saves Statement of Activities data entered and displays the "Cash Flows Statement" page which contains				
		top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit,				
		Completeness Checklist, Upload Attachments), and Submit links) and a content area that contains the following				
		fields: Net Cash Provided by (Used in) Operating Activities, Net Cash Provided by (Used in) Investing Activities, Net Cash Provided by (Used in) Financing Activities, Net Increase (Decrease) in Cash and Cash Equivalents*, Cash				
		and Cash Equivalents at Beginning of Year, Cash and Cash Equivalents at End of Year*.				
		Fields marked with an * above are calculated fields.				
		Buttons available are: Cancel, Calculate and Save & Proceed.				
99						
	Enter Net Cash Provided by (Used in) Operating Activities	Field accepts input				
100	<11690>					
101	Enter Net Cash Provided by (Used in) Investing Activities 17571>	Field accepts input				
101	175/1> Enter Net Cash Provided by (Used in) Financing Activities	Field accorte input				
102	enter Net Cash Provided by (Osed III) Financing Activities	rield accepts input				
	Enter Cash and Cash Equivalents at Beginning of Year	Field accepts input				
103	<5340>					
	Select "Calculate" button	System refreshes "Cash Flows Statement" page with values previously entered pre- populated and the calculated				
		fields pre-populated. Calculated fields and values are:				
		Net Increase (Decrease) in Cash and Cash Equivalents (\$4,091)				
104		Cash and Cash Equivalents - End of Year (\$9,431)				
	Select "Save & Proceed" button	Buttons displayed are: Calculate, Cancel, and Save & Proceed.  System displays the "Compliance Audit Information" page. The page contains top navigation:				+
	select save & Froceed button	- eZ-Audit Home				
		- ez-Audit Flome - Help				
		- Logout				
		Left navigation consists of:				
		- Financial Statements				
		- Compliance Audit				1
		- Comepleteness Checklist				1
		- Upload Attachments				1 1
		- Submit				1
		The contents area of the page has the heading "Proprietary Annual Submission Compliance Audit Information".				
		Immediately below the heading is the Institution name <consolidatedschool> and OPEID <???????>. The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following questions/fields:</consolidatedschool>				
		rvanic is also a hyperinik to the institution's Frome rage. The page then contains the following questions/ fields:				
		Our records indicate that this group contains the following OPEIDs:				1
		* If this information is incorrect, please contact the eZ-Audit Help desk at fsaezaudit@ed.gov				1
						1 1
		A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID,				
		Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each				
		Member School. The following Schools are listed				1 1
105			SG10, SG36, SG39, SG40			<u> </u>

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments SIR #
		(FSEOG, FFELP, FWS, FPL, Pell, FDLP) (Audited/ Closeout checkboxes)			
		3. Indicate the Period Audited (MM/DD/YYYY)			
		- Begin Date			
		- Begin Date - End Date			
		- Reason if Less than 1 Year			
		4. Review Auditor Information			
		- Records indicate your Current Auditor is: < Pricewaterhouse 111111111>			
		- Is this information correct? (Yes/No). Enter Auditors TIN			
		5. Does this compliance audit contain any findings related to the FSA Title IV programs? (Yes/No).			
		If yes, do they include any of the following (Yes/No): Pell Adjustments, Student Eligibility, Disbursements, and			
		Refunds.			
		6. Does the attached audit indicatein accordance with: GAGAS, Audit Guide(Yes/No)			
		7. Opinion Type (drop down list box)			
		8. Were there audit findings in the previous year's audit (Yes/No)			
		9. Does Institution utilize a Third-Party Servicer (Yes/No)			
		10. Does the attached audit indicaterequirements regarding: (Yes/No) Institutional Eligibility & Participation, etc.			
		Buttons displayed are: Cancel, Save and Save & Proceed.			
Se	lect programs audited <pell, ffelp="" fseog,="" fws,=""> and</pell,>	Field accepts input			
	oseout programs <none></none>	- to the state of			
Er	ter begin date <07/01/2002> and end date	Field accepts input			
	7/01/2003>				
	lect <yes> for "Is this information correct?" in the Review</yes>	Field accepts input			
	aditor Information section.				
	lect <no> for "Does audit contain any findings?" lect <no> for "Pell Adjustments"</no></no>	Field accepts input			
111 0	lect <no> for "Pell Adjustments" lect <no> for "Student Eligibility"</no></no>	Field accepts input Field accepts input			
	lect <no> for "Disbursements"</no>	Field accepts input			
	lect <no> for "Refunds"</no>	Field accepts input			
Se	lect <yes> for "Does the attached audit indicate that the</yes>	Field accepts input			
ex	amination was conducted in accordance with: GAGAS?"	• •			
114					
	lect <yes> for "Does the attached audit indicate that the</yes>	Field accepts input			
	amination was conducted in accordance with: Audit				
115 G					
	lect opinion type <adverse> lect <no> for "Were there audit findings in the previous</no></adverse>	Field accepts input			
117 00	ar's audit?"	Field accepts input			
	lect <no> for "Does Institution utilize a Third-Party</no>	Field accepts input			
118 Se					
Se	lect <yes> for all options in item #10 "Does</yes>	Field accepts input			
119 th	eregarding:"				
Se	lect "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation:			
		- eZ-Audit Home			
		- Help			
		- Logout			
		Left navigation consists of: - Financial Statements			
		- Financial statements -Compliance Audit			
		-Checklist			
		- Upload Attachment(s)			
		- Submit			
		The contents area of the page has the heading "FSA Initial Submission Checklist". Immediately below the heading			
		is the Institution name <consolidatedschool> and OPEID <???????>. The Institution name will be illustrated as a</consolidatedschool>			
		link. The page then contains three sections with the following headings:(1) Are the following items included in the			
		attachment of your Consolidated Financial Statements? Text labels displayed are:			
		- Balance Sheet			
1 1		- Income Statement			
		- Change in Equity - Cash Flows Statement			
1 1		- Cash Flows Statement - Consolidated Statements			
		- Consolidated Statements - Notes to Financial Statements			
		- 90/10 Revenue Attestation			
		- Report of Compliance with Laws and Regulations			
1 1		- Report on Internal Controls			
		- Report on Financial Statements (Note: This report must include Auditor's signature)			
120				1	

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
этер#	Action	Select Compliance Audit (dropdown box):	rest Condition	1 assyl all	Comments	SIK #
		<pre><consolidatedlocator></consolidatedlocator></pre>				
		OPEID: ?????				
		Note: For each text label Yes/No/NA radio buttons and a text box are provided.				
		2) Are the following items included in the attachment of your Consolidated Compliance Audit?				
		- Servicer Information Sheet				
		- Auditor Information Sheet				
		- Summary Schedule A, B, & C				
		- Corrective Action Plan - Schedule of Findings & Questioned Costs				
		- Statement addressing prior year audit findings				
		- Independent Auditor's Report				
		- Explanation of All Current Year Audit Findings				
		Does the Independentassertions?				
		- Institution Eligibility & Participation				
		- Reporting				
		- Student Eligibility				
		- Disbursements				
		- Refunds/Return of Title IV - GAPS & Cash Management				
		- Perkins Loan				
		- Administrative Capability				
1 1						
+		2) Contact Information / Additional Notes				+
		Contact Information/Additional Notes     Please let us know who to contactsubmission.				
		Financial Statement Contactsuomission.				
		-Name				
		-Email				
		Compliance Audit Contact				
		-Name				
		-Email				
		Enter any addition information				
		Note: Text boxes are provided for the user to input contact information				
Se	elect <yes> for all Checklist items except for "Servicer</yes>	Fields accept input				
121 In	nformation Sheet"					
	elect <no> for "Servicer Information Sheet"</no>	Fields accept input				
122 1	nter <mr. bassman=""> for both Name items in the Contact</mr.>	Fields accept input				
	nter <fish@hotmail.com> for both Email items in the</fish@hotmail.com>	Fields accept input				
124 C	ontact Information section	reductive input				
Se	elect "Save & Proceed" button	System displays the "Upload Attachment(s)" page. The page contains top navigation:				
		- eZ-Audit Home				
		- Help				
		- Logout				
		Left navigation consists of:				
		- Financial Statements - Compliance Audit				
		- Completeness Checklist				
		- Upload Attachments				
		- Submit				
		The contents area of the page has the heading "FSA Annual Submission File Upload". Immediately below the				
		heading is the Institution name <consolidatedlocator> and OPEID <???????>. The Institution name will be</consolidatedlocator>				
		illustrated as a link.				
		The page then contains the following text:				
		As part of your Annual Submission, you must include an electronic copy of your complete audited financial statements, compliance audit and corrective action plan (if applicable). Please use the fields below to upload the				
		files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to				
		indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary				
		depending on connection speed, but upload times of up to 1 minute per 1 MB is common - please wait for page to				
		refresh before continuing.				
125						
123		Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial				1
		Statements, Compliance Audit, Corrective Action Plan, Other, All); and Add button.				
		There are also Cancel, Save, and Save and Proceed buttons.				
126 Se	elect "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
127 Se	elect file to upload <initial.pdf></initial.pdf>				-	
Se	elect "Open"	System re-displays the "Upload Attachments)" page with the file that was selected shown in the text box to the left				
128	-1 II A 11II	of the "Browse" button.				+
	elect "All" elect "Add" button	Field accepts input  System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows				+
56	race rad button	files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each				
		file in the table is a "Delete" button.		1		
130		nie in the table is a "Delete" button.				

Step# Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
Select "Save & Proceed" button	System displays the "Submit" page.	rest Condition	1 assy1 an	Comments	SIK #
Select Save & Floceed button	The page contains top navigation: eZ-Audit Home, Help, and Logout.				
	Left navigation consists of:				
	- Financial Statements				
	- Compliance Audit				
	- Completeness Checklist				
	- Upload Attachments				
	- Submit.				
	The contents area of the page has the heading "FSA Annual Submission Submit". Immediately below the heading				
	is the Institution name <consolidatedlocator> and OPEID <???????>. The Institution name will be illustrated as a</consolidatedlocator>				
	link.				
	The page then contains the following text:				
	By selecting to submit, the information you have entered on these pages will be sent to the Department of				
	Education.				
131					
131	If your institution is part of a school group, please note that the record is not transferred to ED until all the				
	members of the school group have completed their portion of the submission. For further explanation, refer to the				
	"Step-by-Step Guide to Using eZ-Audit."				
	Your submission must have been prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit				
	Guide, or OMB Circular A-133. Once submitted, you will only have read access to the data.				
	REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal				
	Audit Clearinghouse.				
132	- Submit to ED button is displayed	SG38, SG42, SG45			
133 Select the "Select All" checkbox Select "Submit to ED" button	The Select All checkbox is checked  System displays the "Institution Home" page with the following text message displayed below the Notification				
Select "Submit to ED" button	System displays the "Institution Flome" page with the following text message displayed below the Notification heading:				
	Your Submission has been received by the Department of Education. You will be contacted if additional				
	information is needed after the submission has passed the edit/completeness check.				
	Also displayed in the "Notifications" section is the following: Your Fiscal Year End 07/01/2002 annual submission				
	was received on MM/DD/YYYY <today's date=""> at HH:MM:SS <time of="" submission="">. Review of your submission</time></today's>				
134	has not yet started.				
135 Select the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
136 Select the Login link	The system displays the eZ-Audit Login Page				
Proprietary Unconsolidated/Consolidated School Group					
Locator Submission					
Enter username <unconsolidatedlocator> and password</unconsolidatedlocator>	Username is displayed in the username field.				
137 <password1></password1>	Password is displayed in the password field with *s				
	System presents the "Institution Home Page." The page contains top navigation:				
	- eZ-Audit Home				
	- Help - Logout				
	- Logout				
	The page also contains left navigation links with the headings:				
	Create Annual Submission				
	Other Submission				
138 Select the "Login" button	Administration	SG37			
Select the "Create Annual Submission" Link	System displays the "Financial Statements" page. The page contains top navigation:				
	- eZ-Audit Home				
	- Help				
	- Logout				
	Left navigation consists of:				
	- Financial Statements				
	- Compliance Audit				
	- Completeness Checklist				
	- Upload Attachments - Submit				
	- Submit  The contents area of the page has the heading "FSA Annual Submission Financial Statement Information".				
	Immediately below the heading is the Institution name <unconsolidatedlocator> and OPEID <???????>. The</unconsolidatedlocator>				
	Institution name will be illustrated as a link. The page then contains the following questions/fields:				
	Our records indicate that this group contains the following OPEIDs:				
	* If this information is incorrect please contact the eZ-Audit Help Desk at fsaezaudit@ed.gov				
	A grid containing all Member Schools within the school group with columns for OPE_ID, Name, Locator, City,				
	and State appears. The following schools should be on the grid:				
	2. Indicate Period Audited				
	- Begin Date				
	- End Date				
	- Reason if less than 1 year.				
139		SG09, SG28, SG35, SG41	<u> </u>		

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments SIR #
		3. Review Auditor Information			
		- Records indicate your Current Auditor Is: < Pricewaterhouse 111111111>			
		- Is this information correct? (Yes/No).			
		- Enter Auditors TIN			
		4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)?			
		(Yes/No)			
		5. Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No)			
		6. Select an Opinion Type (drop down list box)			
		7. Enter 90/10 Revenue Attestation Perecentage			
		- Locator School			
		- Member School 1			
		- Member School 2			
		8. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions)			
		(Yes/No): Going Concern, Contingent Liabilities, Debt Agreement Violation, ED Compliance Issues, Revenue			
		Recognition (non-prorata), Late Refunds			
		10. Enter Financial Statement Data			
		- Links to Balance Sheet, Income Statement, Cash Flow Statement			
		The following buttons are available to the user: Cancel, Save and Save & Proceed	550 550		
			SG06, SG07		
E	inter begin date <07/01/2002> and end date	Field accepts input			
	07/01/2003>		SG12		
	elect <yes> for "Is this information correct?" in the Review</yes>	Field accepts input			
141 /	Auditor Information section		SG12		
	elect <yes> for "Are your Financial Statements in</yes>	Field accepts input			
	ompliance with GAAP?"	• •	SG12	1	
	elect <yes> for "Are your Financial Statements in</yes>	Field accepts input			
143	ompliance with Government Auditing Standards?"		SG12	1	
	elect opinion type <adverse></adverse>	Field accepts input	SG12	<b> </b>	
	inter <90> for the "90/10 Revenue Attestation Percentage"	Field accepts input Field accepts input	97 - 97 - 97 - 97 - 97 - 97 - 97 - 97 -	<b> </b>	
145	or each OPEID	rieu accepis input	SG12		
		Field accepts input	5312	-	
		Field accepts input	0010	1	
146 f	inancial statement: Going Concern?"	W 11	SG12	1	
	elect <no> for "Do you have the following disclosure in</no>	Field accepts input	COLO	1	
147 f	inancial statement: Contingent Liabilities?"		SG12		
	elect <no> for "Do you have the following disclosure in</no>	Field accepts input		1	
148 f	inancial statement: Debt Agreement Violation?"		SG12		
S	elect <no> for "Do you have the following disclosure in</no>	Field accepts input			
149 f	inancial statement: ED Compliance Issue?"		SG12		
S	elect <no> for "Do you have the following disclosure in</no>	Field accepts input			
	inancial statement: Revenue Recognition (prorata)?"				
150			SG12		
	elect <no> for "Do you have the following disclosure in</no>	Field accepts input			
151 6	inancial statement: Late Refunds?"	red accepts input	SG12		
151	elect "Save and Proceed" button	System displays the "Balance Sheet" page which contains top navigation (eZ-Audit Home, Help, and Logout links)			
	elect "Save and Proceed" button				
		and a content area that contains the following fields: Cash and Cash Equivalents, Accounts Receivable - Student,			
		Accounts Receivable - Employee, Accounts Receivable - Related Parties Secured, Accounts Receivable - Related			
		Parties Unsecured, Contribution Receivable, Pledged Receivable, Accounts Receivable - Other, Allowance for			
		Doubtful Accounts, Net Accounts Receivable*, Prepaid Expenses, Inventories, Note Receivable - Related Parties			
		Secured, Note Receivable Related Parties Unsecured, Note Receivable - Other, Investments, Deferred Advertising,			
		Deferred Income Tax, Other Current Assets, Total Current Assets, Property, Plant, and Equipment including			
		capitalized lease assets at historical costs, Accumulated Depreciation, Net Property, Plant, and Equipment			
		including capitalized lease assets at historical costs*, Intangible Assets, Goodwill, Investments, Note Receivable			
		(Related Parties - Secured, Unsecured; Other), Deferred Income Tax, Other Assets, Total Current Assets*			
152		latement and a secured, observed, other, before a mone ray, other riskets, round carrell riskets	SG12		
102		Accounts Payable, Refunds Payable, Student Deposits and Advances, Accrued Expenses, Current Portion of Long-		<b> </b>	
1 1		Term Debt, Deferred Tuition, Deferred Taxes, Line of Credit, Capital Lease Obligation, Other Current Liabilities,		1	
				1	
1 1		Total Current Liabilities*, Long-Term Debt, Deferred Taxes, Capital Lease Obligations, Deferred Compensation,		1	
1 1		Annuities Payable, Post-Employment & Post-Retirement Benefits, Other Liabilities, Total Liabilities*, Contributed		1	
1 1		Capital, Retained Earnings, Common Stock, Preferred Stock, Paid in Capital Excess of Par, Unrealized Gain,		1	
1 1		Comprehensive Income, Treasury Stock, Total Owner's Equity, Total Liabilities and Owner's Equity*		1	
1 1		Fields marked with an * above are calculated fields.		1	
1 1		Buttons available to the user are: Cancel, Calculate and Save & Proceed.		1	
			SG12		
	inter Cash and Cash Equivalents <9431>	Field accepts input	SG12		
154 F	inter Accounts Receivable - Student <14265>	Field accepts input	SG12		
155 E	inter Accounts Receivable - Employees <0>	Field accepts input	SG12		
I	inter Accounts Receivable - Related Parties, Secured <0>	Field accepts input			
156		• •	SG12	1	
	inter Accounts Receivable - Related Parties, Unsecured <02	Field accepts input		1	
157		• • •	SG12	1	
	inter Accounts Receivable - Other <0>	Field accepts input	SG12		
159 F	inter Accounts Receivable - Other <0>	Field accepts input Field accepts input	SG12	<b> </b>	
	inter Prepaid Expenses <0>		SG12	1	
		Field accepts input	SG12 SG12	<del>                                     </del>	
1011	inter Inventories <350>	Field accepts input		<del>                                     </del>	
	inter Note Receivable - Related Parties, Secured <0>	Field accepts input	SG12	1	
163 I	inter Note Receivable - Related Parties, Unsecured <0>	Field accepts input	SG12		
	inter Note Receivable - Other<0>	Field accepts input	SG12		
165 E	inter Investments (current) <0>	Field accepts input	SG12		
166 E	inter Deferred Advertising <0>	Field accepts input	SG12		
	inter Deferred Income Tax - Current <0>	Field accepts input	SG12		
168 I	inter Other Current Assets <0>	Field accepts input	SG12		
I	inter Property and Equipment, including capitalized lease	Field accepts input			
169 a	ssets <149265>		SG12	1	
170 F	inter Accumulated Depreciation <17757>	Field accepts input	SG12		
		· · · · · · · · · · · · · · · ·	1		· · · · · · · · · · · · · · · · · · ·

Mathematical Control of the Contro	Step# Action	Expected Results	Test Condition	Pass/Fail	Comments SIR #
1			rest condition	1 assy1 an	Comments
1.0   1.0		ned accepts input	SG12		
Company	172 Enter Goodwill, net <0>	Field accepts input			
Company   Anthony of the Company   Anthony o			SG12		
Company   Comp	174 Enter Note Receivable - Related Parties, Secured <0>	Field accepts input	SG12		
The content of the		Field accepts input			
10   10   10   10   10   10   10   10		Field accepts input			
10   10   10   10   10   10   10   10					
10   10   10   10   10   10   10   10	178 Enter Other Assets <0>				
Part					
Section   Company Company Company   Company	181 Enter Student Deposits & Advances <0>	Field accepts input			
Part   Common Proposed Fine Stands (1965)   Co					
A Section of Section (1997)	183 Enter Current Portion of Long Term Debt <0>	Field accepts input	SG12		
March Service Accorded Service Accorde	184 Enter Deferred Tuition <21394>	Field accepts input			
March   Thomas   Capating Ca	185 Enter Deferred Taxes - Current <0>		SG12		
The content of Count of Coun		Field accepts input			
The content of the state of t	188 Enter Current Portion of Capital Lease Obligations <0>	Field accepts input			
Section   Communication   Co		Field accepts input			
Company   Comp	190 Enter Long-Term Debt, net of current portion <0>	Field accepts input			
Management   Man		Field accepts input	SGI2		
March   Application   Applic	192 Enter Capital Lease Obligations <0>	Field accepts input			
Page					
Process   Proc				$\vdash$	
Proceedings					<del> </del>
Property		Field accepts input		$\vdash$	
Sect   Content   Sect   Content   Sect   Content   Sect   Content   Sect   Content   Sect	199 Enter Retained Earnings <0>	Field accepts input	SG12	<del>                                     </del>	
Total Action of the Company of the	200 Enter Common Stock <0>	Field accepts input		-	
March Parlied Rower Brown of 1909   Field Angeling Ingel   Sept	201 Enter Preferred Stock <0>	Field accepts input	SG12		
State   Tomas   Tomas   Made and to equate   Tomas	202 Enter Paid in Capital Excess of Par <0>		SG12		
200   200	Enter Unrealized Gain (Loss) on Marketable Securities <03	Field accepts input			
Sear Cacitary International Content of the Content of	203				
Schear Cachurd Putron		Field accepts input	SG12		
Selection   Section   Se	205 Enter Treasury Stock <0>	Field accepts input	SG12		
Not Account Notice Selection (1972)   Part Content According Copulating Notice Selection (1972)   Part Content Lindbline (19	Select "Calculate" button				
Tool Current Anset (SALOR) Net Preventy & Engineered intelling cipolated lases awes (STILZOR) Net Preventy & Engineered intelling cipolated lases awes (STILZOR) Tool Lastlines (SALTZ)					
Not Properly & Equipment including optibilities assets \$133.089					
Total Control Liabilities (2017)   Total		Total Current Assets (\$24,046)			
Total Labelities (SL) 727 Total Dennet 8 (Spin) (St) (SD) Total Dennet 8 (Spin) (SD) (SD) Total Denne					
Total Labellines (\$23.172) Total Labellines (\$23.172) Total Labellines (\$20.172) Total Labellines (\$20		Total Assets (\$155,554)			
Total Cover's Equity (\$12.50)   Total Cover's Equity (\$15.55)   Total Cover's Equity (\$15.55					
Total Liabilities & Cower's Equity (\$15,555)  De Stert Save & Proceed' button  Sixet Save & Proced' button					
Select Save & Proceed' button					
Select Save & Proceed' button  Select Save & Save Save Save Save Save Save Save Save		Total Liabilities & Owner's Equity (\$155,554)			
Ge-Audit Home, Help, and Legoul Inkels, left navigation (Financial Statements). Compliance Audit, Control Intelliance Audit, Co	206	Buttons displayed are: Calculate, Cancel and Save & Proceed.	SG12		
Ge-Audit Home, Help, and Legoul Inkels, left navigation (Financial Statements). Compliance Audit, Control Intelliance Audit, Co	Select "Save & Proceed" button	System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation			
Cascidats, Upload Attachment(s), and Subrett Hinks) and a cometer area that contains the following fields: Revenue  From Charles (1998) A subrett Hinks) and a cometer area that contains the following fields: Revenue  Charles (1998) A subrett Hinks) A subrett Hinks) and a cometer area that contains the following fields: Revenue  Architecture (1998) A subrett Hinks) A subrett Hinks) A subrett Hinks) A subrett Hinks (1998) A subrett Hinks (199					
Income, Other, Total Nano-Operating Income*, Cost of Coods Sold, States Expense, Albatraine Expense, Ribe Expense, Albatraine, Recruiting, Other Expenses, Data Expenses, And Techniques, Cost of Coods Sold, States, States, Nat Income Rater, National Expenses, Proceeding Principles, New Income Rater, National Expenses, New Income Rater, National Expenses, Proceeding Principles, New Income Rater, National Expenses, New Income Rater, National Expenses, New Income Rater, National Expenses, Robbs Rater, R		Checklist, Upload Attachment(s), and Submit links) and a content area that contains the following fields: Revenue			
Income, Other, Total Nano-Operating Income*, Cost of Coods Sold, States Expense, Albatraine Expense, Ribe Expense, Albatraine, Recruiting, Other Expenses, Data Expenses, And Techniques, Cost of Coods Sold, States, States, Nat Income Rater, National Expenses, Proceeding Principles, New Income Rater, National Expenses, New Income Rater, National Expenses, Proceeding Principles, New Income Rater, National Expenses, New Income Rater, National Expenses, New Income Rater, National Expenses, Robbs Rater, R		Tuition & Fees, Other, Total Revenue*, Non-Operating Income, Gains on Sale of Investments, net of losses, Interest			
Marketing, Recrusting, Other Expresses, Net Income Faces, Provision for Income Taxes, Net Income face Taxes, Provision for Income Taxes, Net Income face Taxes					
Net Income After Tassey, Extraordinary Cain, Cain (Lass) Brown for Correction of Error, Relation Larmings, Beginning of Year, Gain (Lass) from Correction of Error, Relation Larmings, Beginning of Year, Gain (Lass) from Correction of Error, Relation Larmings, Beginning of Year, Gain (Lass) from Correction of Error, Relation Larmings, Beginning of Year, Gain (Lass) from Correction of Error, Relation Larmings, Beginning of Year, Gain (Lass) from Correction of Error, Relation Larmings, Beginning of Year, Gain (Lass) from Correction of Error, Relation Larmings, Beginning of Year, Gain (Lass) from Correction of Error, Relation Larmings, Beginning of Year, Gain (Lass) from Correction of Error, Relation Class of Hospital Correction Cor		Expense, Administrative Expenses, Depreciation & Amortization Expense, Interest Expense, Bad Debt Expense,			
Accounting Principle, Net Income*, Retained Earnings, End of Year* Retained Earning, End of Year End of Year* Retained Earning, End of Yea		Marketing, Recruiting, Other Expenses, Total Expenses*, Net Income Before Taxes*, Provision for Income Taxes,			
Retained Earnings, End of Year* Fields marked with an *above are calculated fields.  207					
Field marked with an "above are calculated fields.   Sci				1	
Series   Button displayed arc Cancel, Calculate and Save & Proceed.   Sci				1	
208 Enter Revenue © Field accepts input	207		CC12		
20] Ellare Unition & Fleek SL17845   Field accepts input   SG12				$\longmapsto$	
210 Enter Other ← □ Field accepts input	200 Enter Revenue <0>	Field accepts input	SC12	$\longrightarrow$	
212   Enter Casion on Sale of Investments, net of Ioses 50   Field accepts input   SG1   SG2   SG2   SG3		Field accepts input		$\vdash$	
Enter Cation on Sale of Investments, net of losses		Field accepts input		-	
213   Enter Other ○D				<del> </del>	
214 Elaster Other €> Field accepts input	213 Enter Interest Income <0>	Field accepts input			
215   Enter Cost of Goods Sold <5842>   Field accepts input	214 Enter Other <0>				<del></del>
216 Enter Salaries Expense <51229> Field accepts input					
218 Enter last Expense <1488> Field accepts input	216 Enter Salaries Expense <51229>				
218   Enter Lespenses 4500	217 Enter Rent Expense <1488>				
219   Enter Administrative Expenses 4D			SG12		
220   Enter Depreciation & Amortization Expense ≪851>   Field accepts input   SG12     221   Enter Bad Debt Expense ♥⊅   Field accepts input   SG12     222   Enter Bad Debt Expense ♥⊅   Field accepts input   SG12     223   Enter Rearcutting, ♥⊅   Field accepts input   SG12     224   Enter Carcutting, ♥⊅   Field accepts input   SG12     225   Enter Curting, ♥⊅   Field accepts input   SG12     226   Enter Provision for Income Taxes ♥⊅   Field accepts input   SG12     227   Enter Extraordinary Gain [Loss, piet of taxes ♥⊅   Field accepts input   SG12     228   Enter Gain (Loss) from Discontinued Operations, net of taxes ♥⊅   Field accepts input   SG12     229   Enter Gain (Loss) from Change in Accounting Principle, net of taxes ♥⊅   Field accepts input   SG12     229   Enter Gain (Loss) from Change in Accounting Principle, net of taxes ♥⊅   Field accepts input   SG12     250   Enter Gain (Loss) from Change in Accounting Principle, net of taxes ♥⊅   Field accepts input   SG12     250   Enter Gain (Loss) from Change in Accounting Principle, net of taxes ♥⊅   Field accepts input   SG12     250   Enter Gain (Loss) from Change in Accounting Principle, net of taxes ♥⊅   Field accepts input   SG12     250   Enter Gain (Loss) from Change in Accounting Principle, net of taxes ♥⊅   Field accepts input   SG12     250   Enter Gain (Loss) from Change in Accounting Principle, net of taxes ♥⊅   Field accepts input   SG12     250   Enter Gain (Loss) from Change in Accounting Principle, net of taxes ♥⊅   Field accepts input   SG12     250   Enter Gain (Loss) from Change in Accounting Principle, net of taxes ♥⊅   Field accepts input   SG12     250   Enter Gain (Loss) from Change in Accounting Principle, net of taxes ♥⊅   Field accepts input   SG12     250   Enter Gain (Loss) from Change in Accounting Principle, net of taxes ♥⊅   Field accepts input   SG12     250   Enter Gain (Loss) from Change in Accounting Principle, net of taxes ♥⊅   Field accepts input   SG12     250   Enter Gain (Loss) from Change in Accounting Principle,	219 Enter Administrative Expenses <0>		SG12		
221 [Inter Interst Expense ◆ Field accepts input	220 Enter Depreciation & Amortization Expense <8451>		SG12		
222   Enter Bad Debt Expense	221 Enter Interest Expense <0>	Field accepts input			
223   Hater Marketing ←   Field accepts input   SG1	222 Enter Bad Debt Expense <0>	Field accepts input	SG12		
224 Enter Recruiting ♥ Field accepts input SG12 225 Enter Provision for Income Taxes ♥ Field accepts input SG12 226 Enter Provision for Income Taxes ♥ Field accepts input SG12 227 Enter Extraordinary Cain (Loss), net of taxes ♥ Field accepts input SG12 228 Enter Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input SG12 229 Enter Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input SG12 229 Enter Gain (Loss) from Change in Accounting Principle, net Field accepts input SG12 230 Enter Gain (Loss) from Change in Accounting Principle, net Field accepts input SG12	223 Enter Marketing <0>	Field accepts input			
225 [Enter Other Expenses < 29284 > Field accepts input	224 Enter Recruiting <0>	Field accepts input			
226 Enter Provision for Income Taxes ♥ Field accepts input  227 Enter Extraordinary Gain (Loss), net of taxes ♥ Field accepts input  228 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  229 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  230 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  240 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  250 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  250 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  250 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  250 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  250 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  250 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  250 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  250 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  250 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  250 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  250 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  250 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  250 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  250 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  250 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts input  250 Extraordinary Gain (Loss) from Discontinued Operations, net of taxes ♥ Field accepts	225 Enter Other Expenses <29284>	Field accepts input			
Enter Gain (Loss) from Discontinued Operations, net of 28 kases 40 SG12 SG12  Enter Gain (Loss) from Change in Accounting Principle, net 29 of taxes 40 SG12  SG12		Field accepts input			
228 taxes <	227 Enter Extraordinary Gain (Loss), net of taxes <0>		SG12		
Enter Gain (Loss) from Change in Accounting Principle, net 229 of taxes <>> SG12 SG12 SG12 SG12 SG12 SG12 SG12 SG12	Enter Gain (Loss) from Discontinued Operations, net of	Field accepts input			
229 of taxes ♥> SG12			SG12	1	
	Enter Gain (Loss) from Change in Accounting Principle, n	et Field accepts input		1	
230   Enter Ketained Earnings, beginning of year < 10499/1>   Field accepts input   SG12					
	230 Enter Retained Earnings, beginning of year <104991>	Field accepts input	SG12		

Step# Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
Enter Gain (Loss) from Correction of an Error, net of tax	Field accepts input	cora.			
231 <0> 232 Enter Distribution to Shareholders <1>	Field accepts input	SG12 SG12			
Select "Calculate" button	System refreshes "Income Statement" page with values previously entered pre-populated. In addition, the system				
	has calculated values and pre-populated the following fields:				
	Total Operating Income (\$117,843) Total Non-Operating Income (\$0)				
	Total Income (\$117,843)				
	Total Expenses (\$100,424)				
	Net Income Before Taxes (\$17,419) Net Income After Taxes (\$17,419)				
	Net Income (\$17,419)				
	Retained Earnings - End of Year (\$122,409)				
233	Buttons displayed are: Calculate, Cancel and Save & Proceed.	SG12			
Select "Save & Proceed" button	System saves Statement of Activities data entered and displays the "Cash Flows Statement" page which contains				
	top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit Completeness Checklist, Upload Attachments), and Submit links) and a content area that contains the following	t,			
	fields: Net Cash Provided by (Used in) Operating Activities, Net Cash Provided by (Used in) Investing Activities,				
	Net Cash Provided by (Used in) Financing Activities, Net Increase (Decrease) in Cash and Cash Equivalents*, Cash	h			
	and Cash Equivalents at Beginning of Year, Cash and Cash Equivalents at End of Year*. Fields marked with an * above are calculated fields.				
	Buttons available are: Cancel, Calculate and Save & Proceed.				
234	with the second	SG12			
Enter Net Cash Provided by (Used in) Operating Activitie 235 <11690>	Field accepts input	SG12			
Enter Net Cash Provided by (Used in) Investing Activities	Field accepts input				
236 17571> Enter Net Cash Provided by (Used in) Financing Activities	Field accepts input	SG12			
Enter Net Cash Provided by (Used in) Financing Activities 237 <9972>	rien accepts input	SG12			
Enter Cash and Cash Equivalents at Beginning of Year	Field accepts input				
238 <5340> Select "Calculate" button	System refreshes "Cash Flows Statement" page with values previously entered pre- populated and the calculated	SG12			
Select Calculate button	fields pre-populated. Calculated fields and values are:				
	Net Increase (Decrease) in Cash and Cash Equivalents (\$4,091)				
239	Cash and Cash Equivalents - End of Year (\$9,431) Buttons displayed are: Calculate, Cancel, and Save & Proceed.	SG12			
Select "Save & Proceed" button	System displays the "Compliance Audit Information" page. The page contains top navigation:	5512			
	- eZ-Audit Home				
	- Help - Logout				
	Left navigation consists of:				
	- Financial Statements				
	- Compliance Audit - Completeness Checklist				
	- Upload Attachments				
	- Submit				
	The contents area of the page has the heading "FSA Annual Submission Compliance Audit Information".  Immediately below the heading is the Institution name <unconsolidatedlocator> and OPEID. The institution name.</unconsolidatedlocator>				
	will be illustrated as a link. The page then contains the following questions/fields/messages:				
	"You are currently viewing the Compliance Audit OPEID: ???????"				
	Our records indicate that this group contains the following OPEIDs:				
	* If this information is incorrect, please contact the eZ-Audit Help desk at fsaezaudit@ed.gov				
	A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID,				
	Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each				
240	Member School. The following Schools are listed	SG11, SG36, SG39, SG40			
240	(FSEOG, FFELP, FWS, FPL, Pell, FDLP) (Audited / Closeout checkboxes)	3311,3330,3337,3340			
	(FSEOG, FFELP, FWS, FPL, Pell, FDLP) (Audited/ Closeout checkboxes)  3. Indicate the Period Audited (MM/DD/YYYY)				
	- Begin Date				
	- End Date - Reason if Less than 1 Year				
	4. Review Auditor Information				
	- Records indicate your Current Auditor is: < Pricewaterhouse 111111111>				
	<ul> <li>- Is this information correct? (Yes/No). Enter Auditors TIN</li> <li>5. Does this compliance audit contain any findings related to the FSA Title IV programs? (Yes/No).</li> </ul>				
	If yes, do they include any of the following (Yes/No): Pell Adjustments, Student Eligibility, Disbursements, and				
	Refunds.				
	Does the attached audit indicatein accordance with: GAGAS, Audit Guide(Yes/No)     Opinion Type (drop down list box)				
	8. Were there audit findings in the previous year's audit (Yes/No)				
	9. Does Institution utilize a Third-Party Servicer (Yes/No)				
	10. Does the attached audit indicaterequirements regarding: (Yes/No) Institutional Eligibility & Participation, etc Buttons displayed are: Cancel, Save and Save & Proceed.	4			
Select programs audited <pell, ffelp="" fseog,="" fws,=""> ar</pell,>	Held accepts input	SG14			
241 closeout programs <none> Enter begin date &lt;07/01/2002&gt; and end date</none>	Field accepts input	State			
242 <07/01/2003>	• •	SG14			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
•	Select <yes> for "Is this information correct?" in the Revie</yes>			, ,		
243	Auditor Information section.		SG14			
244	Select <no> for "Does audit contain any findings?"</no>	Field accepts input	SG14			
245 246	Select <no> for "Pell Adjustments"</no>	Field accepts input	SG14 SG14			
			SG14 SG14			-
247	Select <no> for "Disbursements" Select <no> for "Refunds"</no></no>	Field accepts input	SG14 SG14			
240	Select <yes> for "Does the attached audit indicate that the</yes>	Field accepts input Field accepts input	3311			
	examination was conducted in accordance with: GAGAS?	I reta accepts input				
249			SG14			
	Select <yes> for "Does the attached audit indicate that the</yes>	Field accepts input				
	examination was conducted in accordance with: Audit					
250	Guide"	w.11	SG14			
251	Select opinion type <adverse> Select <no> for "Were there audit findings in the previous</no></adverse>	Field accepts input  Field accepts input	SG14			
252	year's audit?"	rield accepts input	SG14			
	Select <no> for "Does Institution utilize a Third-Party</no>	Field accepts input				
253	Servicer	• •	SG14			
	Select <yes> for all options in item #10 "Does</yes>	Field accepts input				
254	theregarding:"		SG14			
255	Select the "Save" button	The system saves the page and redisplays the Compliance Audit Info page				
	Select the <unconsolidatedmember1> school link from the</unconsolidatedmember1>	The system displays the Compliance Audit Info Page, but the page should now say "You are currently viewing the Compliance Audit OPEID: ????????"	SG39			
	grid at the top of the page Repeat Steps 241-254	Compilance Audit OPED: !!!!!!!	SG16			
	Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation:	00 MM 00			
		- eZ-Audit Home				
		- Help				
		- Logout				
		Left navigation consists of:				
		- Financial Statements				
		-Compliance Audit - Checklist				
		- Upload Attachment(s)				
		- Submit				
		The contents area of the page has the heading "FSA Initial Submission Checklist". Immediately below the heading				
		is the Institution name <unconsolidatedlocator> and OPEID <???????>. The Institution name will be illustrated as</unconsolidatedlocator>				
		a link. The page then contains three sections with the following headings:(1) Are the following items included in				
		the attachment of your Consolidated Financial Statements? Text labels displayed:				
		- Balance Sheet				
		- Income Statement				
		- Change in Equity				
		- Cash Flows Statement - Consolidated Statements				
		- Notes to Financial Statements				
		- 90/10 Revenue Attestation				
		- Report of Compliance with Laws and Regulations				
		- Report on Internal Controls				
		- Report on Financial Statements (Note: This report must include Auditor's signature)				
258			SG17			
230		Select Compliance Audit (dropdown box):	3317			
		<ur><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><l><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><l><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><l><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><ur><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><li><urc><l></l></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></ur></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></l></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></l></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></l></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></urc></li></ur>				
		OPEID: ?????				
		Note: For each text label Yes/No/NA radio buttons and a text box are provided.				
		2) Are the following items included in the attachment of your Compliance Audit?				
		- Servicer Information Sheet				
		- Auditor Information Sheet				1
		- Summary Schedule A, B, & C - Corrective Action Plan				
		- Corrective Action Plan - Schedule of Findings & Questioned Costs				
		- Statement addressing prior year audit findings				
		- Independent Auditor's Report				
		- Explanation of All Current Year Audit Findings				
		Does the Independentassertions?				
		- Institution Eligibility & Participation				
		- Reporting				
		- Student Eligibility - Disbursements				
		- Disbursements - Refunds/Return of Title IV				1
		- GAPS & Cash Management				1
		- Perkins Loan				
		- Administrative Capability	SG19			
1 7		3) Contact Information/Additional Notes				l I
		Please let us know who to contactsubmission.				
		Financial Statement Contact				1
		-Name -Email				
		-Email Compliance Audit Contact				
		-Name				
		-Email				
		Enter any addition information				1
		Note: Text boxes are provided for the user to input contact information				
			SG19			

See See See See See Asked Asked Asked See See See See See See See See See S	Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
Section of the Section of Section Sect	Sel	ect <yes> for all Checklist items except for "Servicer</yes>					
See Control of Control							
Both State   Proceed   Procedure   Proce				SG19			
Secretarian control for final final final and final final control for final final control for final final control final final control final fina			rieids accept input	SG19			
Sec. CHESTORY Internal Process of the Company of the Chestolian Program of the Chestolian Progra			Fields accept input	5007			
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- Section Theory States - The American State			System displays the "Upload Attachment(s)" page. The page contains top navigation:				
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Statements, Compliance Audit, Corrective Action Fan, Other, Alija and Add betton.  There are also Conserved, Seve, and Save and Freeder Education.  System displays without the little state of silvery and select a file to upload.  System displays be "Upload Attachments" page with the file that was selected shown in the text box to the left of the "Bowne" betton.  Solect "Add" button  System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shown file to the select "Add" button  System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shown file to the select "Add" button  System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page flat shown file to the select "Add" button file in the rither has a following column housings. Attached File(s) and Type." Next to the page flat shown file to the select "Add" button file in the rither has a following column housings. Attached File(s) and Type. Next to the page flat shown file page flat shown file to the select "Add" button file in the rither has a following column housings. Attached File(s) and Type. Next to the page flat shown file page flat shown file to the select "Add Bear and Type." Next to the page flat shown file page flat shown file to the select "Add Bear and Type." Next to the page flat shown file page flat shown file to the select "Add Bear and Type." Next to the page, Attached File(s) and Type. Next to the page flat shown file page flat shown file in the select "Add Attachments" page with a table displayed at the bottom in the text box to the left of "Beaver's Evolution file in the text box to the left of "Beaver's Evolution file in the text box to the left of "Beaver's Evolution file in the text box of the left of "Beaver's Evolution file in the text box to the left of "Beaver's Evolution file in the table is a Tablete' Evolution file in the table is a Tablete' Evolution file in the table is a Tablete' Evolution file in the tab			Select OPEID (dropdown box) ???????				
Satements, Compliance Audit, Corrective Action Plan, Other, Ality and Add button. There are also Corrective, Action Plan, Other, Ality and Add button. There are also Corrective, Swey and Swey and Freeder Detection.  System displays without his plant of spotial pdD  System red-splays the "Upload Attachments" page with the file that was selected shown in the text box to the left of the Swey Poster and Splays the "Upload Attachments" page with the file that was selected shown in the text box to the left of the Swey Poster All Poster Swey Indiana, and the Swey Indiana,							
There are also Carool, Seve, and Seve and Proceed buttons  360 Select Throwser* button  370 Select filts up pland strainful pdf*  371 Select Throwser* button  372 Select Throwser* button  373 Select Throwser* button  374 Select Throwser* button  375 Select Throwser* button  375 Select Throwser* button  376 Select Throwser* button  377 Select filts  378 Select Throwser* button  378 Select Throwser* button  378 Select Throwser* button  378 Select Throwser* button  379 Select Throwser* button  370 Select Throwser* button  370 Select Throwser* button  370 Select Throwser* button  371 Select Throwser* button  372 Select Throwser* button  373 Select Throwser* button  374 Select Throwser* button  375 Select Throwser* button  376 Select Throwser* button  377 Select Throwser* button  378 Select Throwser* button  378 Select Throwser* button  379 Select Throwser* button  370 Select Throwser* button  370 Select Throwser* button  371 Select Throwser* button  372 Select Throwser* button  373 Select Throwser* button  374 Select Throwser* button  375 Select Throwser* button  375 Select Throwser* button  376 Select Throwser* button  377 Select Throwser* button  378 Select Throwser* button  379 Select Throwser* button  370 Select Throwser* button  370 Select Throwser* button  371 Select Throwser* button  372 Select Throwser* button  373 Select Throwser* button  374 Select Throwser* button  375 Select Throwser* button  376 Select Throwser* button  377 Select Throwser* button  378 Select Throwser* button  379 Select Throwser* button  370 Select Throwser* button  370 Select Throwser* button  371 Select Throwser* button  372 Select Throwser* button  373 Select Throwser* button  374 Select Throwser* button  375 Select Throwser* button  376 Select Throwser* button  377 Select Throwser* button  378 Select Throwser* button  379 Select Throwser* button  370 Select Throwser* button  370 Select Throwser* button  370 Select Throwser* button  371 Select Throwser* button  372 Select Throwser* button  373 Select Throwser* button  374 Select Th							
Solicit Thrower button   System displays window that allows user to browse their computer and select a file to upload.							
Select Popus   System re-displays the "Upload Attachments)" page with the file that was selected shown in the text box to the left of the "Browses" button   Full Accepts the text of the System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows the upload of the text of the state of the sta	266 Sel	ect "Browse" button					
of the "Browce" button  Select "Ard" button  Select the "Save" button  The system seedingshays the "Upload Attachments" page with a table displayed at the bottom of the page (DFLD)  The "Ard" button of the page (DFLD)  Select TOPILD # 7777772 from the "Select OPILD"  Select DFLD # 7777772 from the "Select OPILD"  Select DFLD # 7777772 from the "Select OPILD"  Select TopILD # 77777772 from the "Select OPILD"  Select TopILD # 7777772 from the "Select OPILD # 77777772 from the "Select OPILD # 7777772 from the Select							
Select "Add" button  The systems saves the information entered and redisplays the Upload Flage, At the bottom of the page, OPEID  271  Select DEED \$7777779* from the "Select OPEID"  272 Select DEED \$7777779* from the "Select OPEID"  273 Select "Bowa" button  System re-displays the "Upload Attachments" page with a table displayed and "Type." Next to the grid, a button labeled "Delete" is displayed all pages with a grid third "Attached files" and "Type." Next to the grid, a button labeled "Delete" is displayed and pages with a grid third "Attached files" and "Type." Next to the grid, a button labeled "Delete" is displayed and pages with a grid third "Attached files" and "Type." Next to the grid, a button labeled "Delete" is displayed and pages with a grid third "Attached files" and "Type." Next to the grid, a button labeled "Delete" is displayed and pages with a grid third "Attached files" and "Type." Next to the grid, a button labeled "Delete" is displayed and and the page with a file to upload.  System re-displays the "Upload Attachments" page with the file that was selected shown in the text box to the left of the select "Add" button  System re-displays the "Upload Attachments" page with a table displayed at the bestom of the page that shows file uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" page with a table displayed at the bestom of the page that shows file uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" page. The page contains top parakignation: c2-Audit Home, Help, and Logout.  Left navigation consists of:  Financial Statements  Compliance Schediated Coacers and OPEID <777777777. The Institution name will be illustrated as a link.  The page then contains the following text:  By selecting to submit, the		ect "Open"					
Select "Add" button  System re-displays the "Upload Attachments" page with a table in displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached Tiles(a) and Type. Also available for each  Select the "Seve" button  The system seave the information entered and redisplays the Upload Page. At the bottom of the page, OPEID  777777778 Should appear with a gard titled "Attached files" is displayed at the bottom of the page, OPEID  772 Select Thorse's button  System files(a) space with a sile of the display windown box  System files(a) space with a sile of the system of the sile							
ilies uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the bable is a Table-for button.  Select the "Save" button  The system saves the information entered and redisplays the Upload Page. At the bottom of the page, OPEID 777777777777777777777777777777777777							
Select the "Save" button   The system saves the information entered and redisplays the Upload Page. At the bottom of the page, OPEID	Sei	ect Aud button					
Select OFEID ***Print**Print** from the "Select OPEID"   OPEID ***Print** from the dropdown box   OPEID ***Print*	270						
Select OPEID <a href="#">   Select Strongs on the Select Strongs on the Select OPEID <a href="#">   Select Strongs on the Select Strongs</a></a></a></a></a></a></a></a></a></a></a></a>	Sel	ect the "Save" button					
Select 'Trower's Putton  273 Select 'Trower's Putton  274 Select' Brower's Putton  275 Select 'Trower's Putton  276 Select 'Trower's Putton  277 Select 'Trower's Putton  277 Select 'Trower's Putton  278 Select 'Trower's Putton  279 Select 'Trower's Putton  270 Select 'Copen'  370 Select 'Copen'  371 Select 'Trower's Putton  372 Select 'Trower's Putton  373 Select 'Trower's Putton  374 Select 'Trower's Putton  375 Select 'Trower's Putton  375 Select 'Trower's Putton  376 Select 'Trower's Putton  377 Select 'Trower's Putton  377 Select 'Trower's Putton  378 Select 'Save & Proceed' button  378 Select 'Save & Proceed' button  378 Select 'Save & Proceed' button  379 Select 'Save & Proceed' button  370 Select '	271			CCOM CCOM			
273   select **Thouse** Dutton   System displays window that allows user to browse their computer and select a file to upload.		oct OPEID <22222222> from the "Salast OPEID"		5021, 5022			
275   Select 'Browse' button   System displays window that allows user to browse their computer and select a file to upload.			Or ALD Non appears in the thopdown box				
Select "Open"   System re-displays the "Upload Attachments)" page with the file that was selected shown in the text box to the left of the "Browse" button.	273 Sel	ect "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
of the "Browse" button.    Select "Add" button							
Select "Compliance Audit"   Field accepts input		ect "Open"					
Select "Add" button  System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.  System displays the "Submit' page.  The page contains top navigation: e2-Audit Home, Help, and Logout.  Left navigation consists of:  - Financial Statements  - Compliance Audit  - Completneess Checklist  - Upload Attachments  - Submit.  The contents area of the page has the heading "FSA Annual Submission Submit". Immediately below the heading is the Institution name «consolidatedlocator» and OPEID ??????? . The Institution name will be illustrated as a link.  The page then contains the following text:  By selecting to submit, the information you have entered on these pages will be sent to the Department of		ect "Compliance Audit"					1
files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete" button.  Select "Save & Proceed" button  System displays the "Submit" page.  The page contains top navigation: eZ-Audit Home, Help, and Logout.  Left navigation consists of:  - Financial Statements  - Compliance Audit  - Completeness Checklist  - Upload Attachments  - Submit.  The contents are of the page has the heading "FSA Annual Submission Submit". Immediately below the heading is the Institution name <consolidated locator=""> and OPEID <?????????> The Institution name will be illustrated as a link.  The page then contains the following text:  By selecting to submit, the information you have entered on these pages will be sent to the Department of</consolidated>							
Select "Save & Proceed" button  System displays the "Submit" page. The page contains top navigation: cZ-Audit Home, Help, and Logout. Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. The contents area of the page has the heading "FSA Annual Submission Submit". Immediately below the heading is the Institution name <consolidated locator=""> and OPEID <?????????>. The Institution name will be illustrated as a link. The page then contains the following text: By selecting to submit, the information you have entered on these pages will be sent to the Department of</consolidated>			files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each				
The page contains top navigation: eZ-Audit Home, Help, and Logout.  Left navigation consists of: Financial Statements Compliance Audit Completeness Checklist Upload Attachments Submit: The contents area of the page has the heading "FSA Annual Submission Submit". Immediately below the heading is the Institution name <consolidated locator=""> and OPEID <????????>. The Institution name will be illustrated as a link. The page then contains the following text: By selecting to submit, the information you have entered on these pages will be sent to the Department of</consolidated>				SG23			
Left havigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Atachments - Submit. The contents area of the page has the heading "FSA Annual Submission Submit". Immediately below the heading is the Institution name <consolidated locator=""> and OPEID <?????????>. The Institution name will be illustrated as a link. The page then contains the following text: By selecting to submit, the information you have entered on these pages will be sent to the Department of</consolidated>	Sel	ect "Save & Proceed" button					
- Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit.  The contents area of the page has the heading "FSA Annual Submission Submit". Immediately below the heading is the Institution name <consolidated locator=""> and OPEID <????????>. The Institution name will be illustrated as a link.  The page then contains the following text: By selecting to submit, the information you have entered on these pages will be sent to the Department of</consolidated>							
- Completeness Checklist - Completeness Checklist - Upload Matchments - Submit. The contents area of the page has the heading "FSA Annual Submission Submit". Immediately below the heading is the Institution name <consolidatedlocator> and OPEID <????????>. The Institution name will be illustrated as a link. The page then contains the following text: By selecting to submit, the information you have entered on these pages will be sent to the Department of</consolidatedlocator>							
- Upload Attachments - Submit. The contents area of the page has the heading "FSA Annual Submission Submit". Immediately below the heading is the Institution name <consolidated <????????.="" a="" and="" as="" be="" by="" contains="" contents="" department="" entered="" following="" have="" illustrated="" information="" institution="" link.="" name="" of<="" on="" opeid="" page="" pages="" selecting="" sent="" submit,="" td="" text:="" the="" then="" these="" to="" will="" you=""><td></td><td></td><td>- Compliance Audit</td><td></td><td></td><td></td><td></td></consolidated>			- Compliance Audit				
- Submit. The contents area of the page has the heading "FSA Annual Submission Submit". Immediately below the heading is the Institution name <consolidatedlocator> and OPEID <????????>. The Institution name will be illustrated as a link. The page then contains the following text: By selecting to submit, the information you have entered on these pages will be sent to the Department of</consolidatedlocator>							
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is the Institution name <consolidated locator=""> and OPEID <????????>. The Institution name will be illustrated as a link.  The page then contains the following text:  By selecting to submit, the information you have entered on these pages will be sent to the Department of</consolidated>							
link. The page then contains the following text: By selecting to submit, the information you have entered on these pages will be sent to the Department of							
The page then contains the following text:  By selecting to submit, the information you have entered on these pages will be sent to the Department of							
2/g Feducation	270						
	2/8		Education.				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments SIR #
		If your institution is part of a school group, please note that the record is not transferred to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-by-Step Guide to Using eZ-Audit."  Your submission must have been prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit			
		Guide, or OMB Circular A-133. Once submitted, you will only have read access to the data.  REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal			
		Audit Clearinghouse. Select the OPEID you are submitting for:			
		- A grid containing all Institutions of the School Group and their OPEIDs appear. There is also a Select All option.	5000 5010 5015		
G,	elect the checkboxes next to OPEIDs <unconsolidated< td=""><td>- Submit to ED button is displayed  The checkboxes next to <unconsolidated locator=""> and <unconsolidated member1=""> are checked</unconsolidated></unconsolidated></td><td>SG38, SG42, SG45</td><td></td><td></td></unconsolidated<>	- Submit to ED button is displayed  The checkboxes next to <unconsolidated locator=""> and <unconsolidated member1=""> are checked</unconsolidated></unconsolidated>	SG38, SG42, SG45		
	cator> and <unconsolidated member1=""></unconsolidated>	The checker for to "unconstituted focus of unconstituted field of the checker			
Se	elect "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the Notification heading:  Your have submitted your portion of the Annual Submission. OPEID ???????? has not yet submitted a Compliance Audit</td <td></td> <td></td> <td></td>			
280		Also, Create Annual Submission link remains on the Institution Page, as all Member Schools in the group have yet to complete all submissions	SG26, SG44		
281 Se	elect the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page			
282 Se	elect the Login link roprietary Unconsolidated/Consolidated School Group	The system displays the eZ-Audit Login Page			
M	Iember Submission				
E	nter username <unconsolidatedmember> and password</unconsolidatedmember>	Username is displayed in the username field.			
283 <	Password1>	Password is displayed in the password field with *s  System presents the "Institution Home Page." The page contains top navigation:			
		- eZ-Audit Home			
		- Help - Logout			
		- Logout			
		The page also contains left navigation links with the headings:			
		Create Annual Submission Other Submission			
	elect the "Login" button elect the "Create Annual Submission" Link	Administration System displays the "Compliance Audit Information" page. The page contains top navigation:	SG29, SG13		
285		-eZ-Audit Home - Help - Logout - Left navigation consists of: - Compliance Audit - Completeness Checklist - Upload Attachments - Submit -	SG36, SG40		
		3. Indicate the Period Audited (MM/DD/YYYY)  - Begin Date  - Reason if Less than 1 Year  - Reason if Less than 1 Year  - Review Auditor Information  - Records indicate your Current Auditor is: <pricewaterhouse 111111111="">  - Is this information correct? (Yes/No). Enter Auditors TIN  5. Does this compliance audit contain any findings related to the FSA Title IV programs? (Yes/No).  If yes, do they include any of the following (Yes/No): Pell Adjustments, Student Eligibility, Disbursements, and Refunds.  6. Does the attached audit indicatein accordance with: GAGAS, Audit Guide(Yes/No)  7. Opinion Type (drop down list box)  8. Were there audit findings in the previous year's audit (Yes/No)  9. Does Institution utilize a Third-Party Servicer (Yes/No)  10. Does the attached audit indicaterequirements regarding: (Yes/No) Institutional Eligibility &amp; Participation, etc Buttons displayed are: Cancel, Save and Save &amp; Proceed.</pricewaterhouse>			
	elect programs audited <pell, ffelp="" fseog,="" fws,=""> and oseout programs <none></none></pell,>	Field accepts input	SG15		
E	nter begin date <07/01/2002> and end date	Field accepts input			
287	07/01/2003>		SG15		

Step# Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
Select <yes> for "Is this information correct?" in the Review</yes>		Test continue	rustyrun	comments	OHt #
288 Auditor Information section.	rieu accepts input	SG15			
289 Select <no> for "Does audit contain any findings?"</no>	Field accepts input	SG15			
290 Select <no> for "Pell Adjustments"</no>	Field accepts input	SG15			
291 Select <no> for "Student Eligibility"</no>	Field accepts input	SG15			
292 Select <no> for "Disbursements"</no>	Field accepts input	5G15			
293 Select <no> for "Refunds"</no>	Field accepts input	SG15			
Select <yes> for "Does the attached audit indicate that the</yes>	Field accepts input				
examination was conducted in accordance with: GAGAS?"			1		
294		SG15	1		
Select <yes> for "Does the attached audit indicate that the</yes>	Field accepts input		1		
examination was conducted in accordance with: Audit			1		
295 Guide"		SG15			
296 Select opinion type <adverse></adverse>	Field accepts input	SG15			
Select <no> for "Were there audit findings in the previous</no>	Field accepts input	and a	1		
297 year's audit?"		SG15	1		
Select <no> for "Does Institution utilize a Third-Party</no>	Field accepts input	and a	1		
298 Servicer		SG15			
Select <yes> for all options in item #10 "Does 299 theregarding:"</yes>	Field accepts input	SG15	1		
		5015	<del></del>		
Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation:		1		
	- eZ-Audit Home		1		
	- Help		1		
	- Logout		1		
	Left navigation consists of:		1		
	- Compliance Audit - Checklist		1		
	- Checklist - Upload Attachment(s)				
	- Upload Attachment(s) - Submit		1		
	- Submit The contents area of the page has the heading "FSA Initial Submission Checklist". Immediately below the heading		1		
	is the Institution name <unconsolidatedmember2> and OPEID <????????>. The Institution name will be illustrated</unconsolidatedmember2>		1		
	as a link. The page then contains three sections with the following headings:(1) Are the following items included		1		
	in the attachment of your Consolidated Financial Statements? Text labels displayed are:		1		
	- Balance Sheet		1		
	- Income Statement		1		
	- Income statement - Change in Equity		1		
	- Change in Equity - Cash Flows Statement		1		
	- Consolidated Statements		1		
	- Notes to Financial Statements		1		
	- 90/10 Revenue Attestation		1		
	- Report of Compliance with Laws and Regulations		1		
	- Report of Compilance with Laws and Regulations - Report on Internal Controls		1		
	- Report on Financial Statements (Note: This report must include Auditor's signature)		1		
	- Report on Financial Statements (Note: This report must include Addition's signature)		1		
			1		
300			1		
	Select Compliance Audit (dropdown box):				
	<unconsolidatedmember2></unconsolidatedmember2>		1		
	OPEID: ?????		1		
			1		
	Note: For each text label Yes/No/NA radio buttons and a text box are provided.		1		
	2) Are the following items included in the attachment of your Compliance Audit?		1		
	- Servicer Information Sheet		1		
	- Auditor Information Sheet		1		
	- Summary Schedule A, B, & C		1		
	- Corrective Action Plan		1		
	- Schedule of Findings & Questioned Costs		1		
	- Statement addressing prior year audit findings		1		
	- Independent Auditor's Report		1		
	- Explanation of All Current Year Audit Findings		1		
	Does the Independentassertions?		1		
	- Institution Eligibility & Participation		1		
	- Reporting				
	- Student Eligibility		1		
	- Disbursements		1		
	- Refunds/Return of Title IV		1		
	- GAPS & Cash Management		1		
	- Perkins Loan		1		
	- Administrative Capability 3) Contact Information/Additional Notes		<b>—</b>		1
	Please let us know who to contactsubmission.		1		
	Financial Statement Contact				
	-Name		1		
	-Email		1		
	Compliance Audit Contact				
	-Name		1		
	-Email		1		
	Enter any addition information		1		
	Note: Text boxes are provided for the user to input contact information		1		
			1		
Select <yes> for all Checklist items except for "Servicer</yes>	Fields accept input, EXCEPT FOR FINANCIAL STATEMENT-RELATED QUESTIONS AS UC MEMBERS DO				
301 Information Sheet"	NOT HAVE WRITE-ACCESS TO THEM		1		
302 Select <no> for "Servicer Information Sheet"</no>	Fields accept input				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
	in> for both Name items in the Contact					
303 Information section Enter <fish@hotma< td=""><td>il.com&gt; for both Email items in the</td><td>Fields accept input</td><td></td><td></td><td></td><td></td></fish@hotma<>	il.com> for both Email items in the	Fields accept input				
304 Contact Information						
Select "Save & Proce	button	System displays the "Upload Attachment(s)" page. The page contains top navigation: -e2-Audit Home - Help - Logout Left navigation consists of: - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "FSA Annual Submission File Upload". Immediately below the heading is the Institution name 'unconsolidatedmember2> and OPEID ????????. The Institution name will be illustrated as a link The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete audited financial statements, compliance audit and corrective action plan (if applicable). Please use the fields below to upload the</td <td></td> <td></td> <td></td> <td></td>				
305		files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing.				
		Select OPEID (dropdown box) ??????				
		Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, Other, All); and Add button. There are also Cancel, Save, and Save and Proceed buttons.				
306 Select "Browse" but	tton	System displays window that allows user to browse their computer and select a file to upload.				
307 Select file to upload Select "Open"	d <initial.pdf></initial.pdf>	System re-displays the "Upload Attachments)" page with the file that was selected shown in the text box to the left				
308		of the "Browse" button.				
309 Select "All" 310 Select "Add" button	n	Field accepts input  System displays error message that members cannot upload all or consolidated financial statements				
311 Select "Compliance	Audit," de-select "All"	Field accepts input				
Select "Add" button	n	System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each				
312 Select "Save & Proce	49 1	file in the table is a "Delete" button.  System displays the "Submit" page.	SG24			
313	eed buildi	The page contains top navigation: eZ-Audit Home, Help, and Logout.  Left navigation consists of:  - Compliance Audit  - Completeness Checklist  - Upload Attachments  - Submit.  The contents area of the page has the heading "FSA Annual Submission Submit". Immediately below the heading is the Institution name <uconsolidatedmember2> and OPEID <????????>. The Institution name will be illustrated as a link.  The page then contains the following text:  By selecting to submit, the information you have entered on these pages will be sent to the Department of Education</uconsolidatedmember2>				
		If your institution is part of a school group, please note that the record is not transferred to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-by-Step Guide to Using eZ-Audit."				
		Your submission must have been prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. Once submitted, you will only have read access to the data.				
		REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.				
		Select the OPEID you are submitting for:				
		<ul> <li>- A grid containing all Institutions of the School Group and their OPEIDs appear. There is also a Select All option.</li> <li>- Submit to ED button is displayed</li> </ul>	SG46			
314 Select the "Select Al		The Select All checkbox is checked				
Select "Submit to EI 315		System displays an error message that a member school may not submit for all Institutions of a School Group				
Select the checkbox 316 "Select All"	next to OPEID ?????? , de-select the	The checkbox next to OPEID ?????? is checked</td <td></td> <td></td> <td></td> <td></td>				
Select All Select All Select "Submit to El	D" button	System displays the "Institution Home" page with the following text message displayed below the Notification				
317		heading: Your have submitted your portion of the Annual Submission.	SG43			
318 Select the Logout lin	ink from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
319 Select the Login linl Checking the Locate	ık	The system displays the eZ-Audit Login Page				
Cnecking the Locat	от пошетаде					

Step# Action	Expected Results	Test Condition	Pass/Fail	Comments SIR #
Enter username <unconsolidatedlocator> and password</unconsolidatedlocator>	Username is displayed in the username field.			
320 <password1></password1>	Password is displayed in the password field with *s			
	System presents the "Institution Home Page." The page contains top navigation:			
	- eZ-Audit Home - Help			
	- neip - Logout			
	Logout			
	The page also contains left navigation links with the headings:			
	Create Annual Submission			
	Other Submission			
	Administration			
	There is a new Notification Message that reads: Your Fiscal Year End 07/01/2003 annual submission was received			
	on MM/DD/YYYY <today's date=""> at HH:MM:SS <time of="" submission="">. Review of your submission has not yet</time></today's>			
	started.			
	There is no longer a link to create an annual submission under the Create Annual Submission left navigation			
	heading			
321 Select the "Login" button		SG25		
322 Select the Logout link from the top navigation bar 323 Select the Login link	The system displays the Logout page with a hyperlink to the Login Page  The system displays the eZ-Audit Login Page			
Checking the OC	The option displays the ex-radia togain age			
Enter username <pscree03> and password <password1></password1></pscree03>	Username is displayed in the username field.			
324	Password is displayed in the password field with *s			
	System presents the "QC Home Page." The page contains top navigation:			
	- eZ-Audit Home			
	- My Profile - Search			
	- Search - Reports			
	- Logout			
	A Message is displayed at the top of the page content: "Link to the following team section(s):" with hyperlinks			
	leading to different sections on the page below.			
	Two queues are displayed, both of which contain records split into two sections: Institution Name and Submission			
	Information. Submission Information will include: OPEID, FY End, Date of Submission, Resolution Due Date,			
	Submission Type, Team, and System Flag. The queue at the top of the page has a heading "Pending QC Review."			
325 Select the "Login" button	The second queue has a heading "Pending QC Approval"			
Survey the "Pending QC Review" and verify that there is	There is only one Consolidated Financial Statement in the Pending QC Review queue listed under			
only one Consolidated Financial Statement for the	<unconsolidated locator=""></unconsolidated>			
326 Consolidated/Unconsolidated School Group		QC04		
Survey the "Pending QC Review" and verify that there is a	There are three Compliance Audits: one for <unconsolidated locator="">, one for <unconsolidated member1="">, and one for <unconsolidated member2=""></unconsolidated></unconsolidated></unconsolidated>			
Compliance Audit for each School in the 327 Consolidated/Unconsolidated School Group	one for <unconsolidated member2=""></unconsolidated>	OC05		
327 Consolidated/ Cheorisolidated School Group	System presents the "Financial Statement QC" Page. This page contains top navigation:	QCID		
	- eZ-Audit Home			
	- My Profile			
	- Search			
	- Reports			
	- Logout			
	The left nav provides links to: - Submission Summary			
	- Financial Statements			
	- Compliance Audit			
	- Completeness Checklist			
	- View Attachments			
	- Financial Statement QC Review			
	- Compliance Audit QC Review			
	- Correspondence Log - Notes			
	11000			
	The Financial Statement QC page contains the following sections and fields: (selections may be made using radio			
	buttons)			
	School Name (pre-populated, hyperlink to Institution Home Page)			
	OPEID (pre-populated, read-only)			
	Validate programme			
	Validate PDF  1. Are all attached PDFs viewable? Yes No			
Select the Annual Financial Statement for <unconsolidate< td=""><td>If no, which are not viewable?</td><td></td><td></td><td></td></unconsolidate<>	If no, which are not viewable?			
Locator> by selecting the School Name in the "Pending Q				
328 Review" queue	List Box with field labels, Add (button)			
	· · · · · · · · · · · · · · · · · · ·			·

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
		Submission Quality				
		Were the Financial Statement questions answered correctly? Yes No				
		If no, which questions were incorrect? (User may select more than one)				
		List Box with field labels, Add (button)				
		Notes field (text box)				
		Validate Checklist/PDF				
		1. Does the Checklist contain valid answers? Yes No				
		If no, which questions were invalid? (User may select more than one)				
		List Box with field labels, Add (button)				
		2. Are all required documents attached? Yes No				
		If no, which attachments are missing? (User may select more than one)				
		List Box with field labels, Add (button)				
		3. Are all required attachments properly presented? Yes No				
		If no, which attachments are not presented properly? (User may select more than one)				
		List Box with field labels, Add (button) Notes field (text box)				
		Notes field (text box)				
		Data Entry Analysis Discrepancy				
		1. Balance Sheet/Statement of Position				
		Data Entry List Box with field labels, Add (button)				
		Misclassification/Treatment List Box with field labels, Add (button)				
		2. Income Statement/Statement of Activities				
		Complete Score Calculation				
		Link to Score Calculation worksheets (not required for flagged submissions)				
		Decision/Outcome				
		eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save)				
		System Flag: Flagged or Non-Flagged (system generated)     Completeness Status (QC User determination) Complete (radio button) Incomplete (radio button)				
		Referral to Case (only applicable if Complete and Non-Flagged Select a Reason (Dropdown box)				
		Notes (text box)				
		QC User has the option to Save and the option to Submit				
		QC Reviewers				
		Last Mod By- Financial Statement: Analyst, Date Stamp (automatically updated upon save)				
		Compliance Audit: Analyst, Date Stamp (automatically updated upon save)				
	Select the <yes> button for the first question, "Validate</yes>					
	PDFs"	The "YES" button is selected				$\longrightarrow$
	Select <yes> for "Were the Financial Statement questions answered correctly?"</yes>	Field accords value				
330	niswered correctly:	Field accepts value				-
331	Select <yes> for "Does the checklist contain valid answers?"</yes>	Field accepts value				
		·				
	Select <yes> for "Are all required documents attached?"</yes>	Field accepts value				
	Select <yes> for "Are all required attachments properly</yes>	Tiddd				
	presented?"  Select <complete> for "Completeness Status"</complete>	Field accepts value Field accepts value				+
334	Select scompletes for Completeness status	The system returns the user to the "QC Home Page," the Annual Financial Statement has moved from the first				<del>                                     </del>
335	Select the "Submit" button from the bottom of the page	queue (Pending QC) to the second queue (Pending QC Approval)				
ć	Select the Annual Financial Statement for <unconsolidated< td=""><td></td><td></td><td></td><td></td><td></td></unconsolidated<>					
	Locator> by selecting the School Name in the "Pending QC					
336	Approval" queue	The "Financial QC Page" is presented again.				
227	Salare the IIC description of the feature of the	The system returns the user to the "QC Home Page," the Annual Financial Statement has been removed from both				
337	Select the "Submit" button from the bottom of the page	the first queue (Pending QC) and the second queue (Pending QC Approval)				

0	F 4.1P 1	7.10	D /F !!	6 .	CTD II
Step# Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
	System presents the "Compliance Audit QC" Page. This page contains top navigation:				
	- eZ-Audit Home				
	- My Profile - Search				
	- Search - Reports				
	- Reports - Logout				
	- Logout The left nav provides links to:				
	- Submission Summary				
	- Financial Statements				
	- Financial Statements - Compliance Audit				
	- Completeness Checklist				
	- View Attachments				
	- Financial Statement QC Review				
	- Compliance Audit QC Review				
	- Correspondence Log				
	- Notes				
	The Compliance Audit QC page contains the following sections and fields: (selections may be made using radio				
	buttons)				
	outors)				
	School Name (pre-populated, hyperlink to Institution Home Page)				
	OPEID (pre-populated, read-only)				
	or any pre populated, read only)				
	Validate PDF			1	
	Are all attached PDFs viewable? Yes No			1	
Select the Annual Compliance for <unconsolidated< td=""><td>If no, which are not viewable?</td><td></td><td></td><td></td><td></td></unconsolidated<>	If no, which are not viewable?				
Locator> by selecting the School Name in the "Pending QC	(User may select more than one)				
338 Review" queue	List Box with field labels. Add (button)				
	List Box with field labels. Add (button) Submission Quality				
	Were the Compliance Audit questions answered correctly? Yes No			1	1
	If no, which questions were incorrect? (User may select more than one)				
	List Box with field labels, Add (button)				
	Notes field (text box)				
	Validate Checklist/PDF				
	1. Does the Checklist contain valid answers? Yes No				
	If no, which questions were invalid? (User may select more than one)				
	List Box with field labels, Add (button)				
	2. Are all required documents attached? Yes No				
	If no, which attachments are missing? (User may select more than one)				
	List Box with field labels, Add (button)				
	3. Are all required attachments properly presented? Yes No				
	If no, which attachments are not presented properly? (User may select more than one)				
	List Box with field labels, Add (button)				
	Notes field (text box)				
	Decision/Outcome				
	eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save)				
	System Flag: Flagged or Non-Flagged (system generated)				
	Completeness Status (QC User determination) Complete (radio button) Incomplete (radio button)				
	Referral to Case (only applicable if Complete and Non-Flagged Select a Reason (Dropdown box)      Notes (not but)				
	Notes (text box)				
	corr t d d d d d d d d d d			1	1
	QC User has the option to Save and the option to Submit				
	ocn :				
	QC Reviewers			1	1
	Last Mod By- Financial Statement: Analyst, Date Stamp (automatically updated upon save)			1	1
	Compliance Audit: Analyst, Date Stamp (automatically updated upon save)				
				1	1
Colors the CVECS button (and by Cost and the W. C.			<b> </b>	+	
Select the <yes> button for the first question, "Validate 339 PDFs"</yes>	The "YES" button is selected			1	
Select <yes> for "Were the Compliance Audit questions</yes>	THE TES DUMON IS SELECTED			+	-
340 answered correctly?"	Field accepts value			1	1
540 answered correctly?"	rieu accepis vaiue				-
341 Select <yes> for "Does the checklist contain valid answers?"</yes>	Field accomts value			1	
541 Select > 1es > for Does the checklist contain valid answers?	rieiu accepis vaiue		-	<del> </del>	
342 Select <yes> for "Are all required documents attached?"</yes>	Field accepts value				
Select <yes> for "Are all required documents attached?"  Select <yes> for "Are all required attachments properly</yes></yes>	ricia accepio value		-	<del> </del>	
343 presented?"	Field accepts value				
344 Select <complete> for "Completeness Status"</complete>	Field accepts value				
544 Scient Scompletes for Completeness Status	The system returns the user to the "QC Home Page," the Annual Compliance Audit has moved from the first		-	<del> </del>	
345 Select the "Submit" button from the bottom of the page	queue (Pending QC) to the second queue (Pending QC Approval)			1	1
Select the Submit button from the bottom of the page  Select the Annual Compliance for <unconsolidated< td=""><td>queue (1 enamg &amp;c.) to the second queue (rending &amp;c Approval)</td><td></td><td>-</td><td><del> </del></td><td></td></unconsolidated<>	queue (1 enamg &c.) to the second queue (rending &c Approval)		-	<del> </del>	
Locator> by selecting the School Name in the "Pending QC				1	1
346 Approval" queue	The "Compliance Audit QC Page" is presented again.			1	1
540 Approvar queue	The system returns the user to the "QC Home Page," the Annual Compliance Audit has been removed from both		-	<del> </del>	
347 Select the "Submit" button from the bottom of the page	the first queue (Pending QC) and the second queue (Pending QC Approval)				
on occertate outline button from the bottom of the page	lare most duence to entire & Sel and the second duene (a cutting & whitever)	I.	l	1	

Step# Action	Executed Breadts	Test Condition	D/E-11	G-man-ant-	SIR#
Step# Action	Expected Results  System presents the "Compliance Audit QC" Page. This page contains top navigation:	Test Condition	Pass/Fail	Comments	SIR#
	- eZ-Audit Home		l		
	- My Profile		l		
	- Search		l		
	- Reports		l		
	- Logout		l		
	The left nav provides links to:		l		
	- Submission Summary		l		
	- Financial Statements		l		
	- Compliance Audit		l		
	- Completeness Checklist		l		
	- View Attachments		l		
	- Financial Statement QC Review - Compliance Audit QC Review		l		
	- Correspondence Log		l		
	- Notes		l		
			l		
	The Compliance Audit QC page contains the following sections and fields: (selections may be made using radio		l		
	buttons)		l		
			l		
	School Name (pre-populated, hyperlink to Institution Home Page)		l		
	OPEID (pre-populated, read-only)		1		
			1		
	Validate PDF		1		
Select the Annual Compliance for <unconsolidated< td=""><td>Are all attached PDFs viewable? Yes No     Constitute on an included PDFs viewable?</td><td></td><td>1</td><td></td><td></td></unconsolidated<>	Are all attached PDFs viewable? Yes No     Constitute on an included PDFs viewable?		1		
member1> by selecting the School Name in the "Pending	If no, which are not viewable? (User may select more than one)		I		
348 QC Review" queue			1		
	List Box with field labels. Add (button) Submission Quality				
	Were the Compliance Audit questions answered correctly? Yes No		1		
	If no, which questions were incorrect? (User may select more than one)		l		
	List Box with field labels, Add (button)		l		
	Notes field (text box)		l		
	Validate Checklist/PDF		l		
	Does the Checklist contain valid answers? Yes No		l		
	If no, which questions were invalid? (User may select more than one)		l		
	List Box with field labels, Add (button)		l		
	2. Are all required documents attached? Yes No		l		
	If no, which attachments are missing? (User may select more than one)		l		
	List Box with field labels, Add (button)		l		
	3. Are all required attachments properly presented? Yes No		l		
	If no, which attachments are not presented properly? (User may select more than one)		l		
	List Box with field labels, Add (button)		l		
	Notes field (text box)		<b></b>		
	Decision/Outcome		l		
	eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save)		l		
	System Flag: Flagged or Non-Flagged (system generated)		l		
	Completeness Status (QC User determination) Complete (radio button) Incomplete (radio button)     Referral to Case (only applicable if Complete and Non-Flagged Select a Reason (Dropdown box)		l		
	Notes (text box)		l		
	rote (ten con)		1		1
	QC User has the option to Save and the option to Submit		1		1
			1		
	QC Reviewers		I		1
	Last Mod By- Financial Statement: Analyst, Date Stamp (automatically updated upon save)		1		1
	Compliance Audit: Analyst, Date Stamp (automatically updated upon save)		1		
			1		
Colored the OCEC houses (so the first event). "I'll the			<del></del>		
Select the <yes> button for the first question, "Validate 349 PDFs"</yes>	The "YES" button is selected		1		
Select <yes> for "Were the Compliance Audit questions</yes>	THE TES DUMONTS SERCIED		-		
350 answered correctly?"	Field accepts value		1		
351 Select <yes> for "Does the checklist contain valid answers"</yes>	Pield accepts value		1		
352 Select <yes> for "Are all required documents attached?"</yes>	Field accepts value				
Select <yes> for "Are all required attachments properly</yes>					
353 presented?"	Field accepts value		<b></b>		
354 Select <complete> for "Completeness Status"</complete>	Field accepts value		<del></del>		
255 Coloot the "Cubmit" hutton from the hottory of the	The system returns the user to the "QC Home Page," the Annual Compliance Audit has moved from the first		1		
355 Select the "Submit" button from the bottom of the page Select the Annual Compliance for <unconsolidated< td=""><td>queue (Pending QC) to the second queue (Pending QC Approval)</td><td></td><td>-</td><td></td><td></td></unconsolidated<>	queue (Pending QC) to the second queue (Pending QC Approval)		-		
member1> by selecting the School Name in the "Pending			1		
356 QC Approval" queue	The "Compliance Audit QC Page" is presented again.		1		
	The system returns the user to the "QC Home Page," the Annual Compliance Audit has been removed from both				
357 Select the "Submit" button from the bottom of the page	the first queue (Pending QC) and the second queue (Pending QC Approval)		1		

Claud	Action	Formatical Provides	Test Con Jitley	D/E-11	Comments SIR #
Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments SIR #
		System presents the "Compliance Audit QC" Page. This page contains top navigation: - eZ-Audit Home			i
					i
		- My Profile - Search			
					i
		- Reports			i
		- Logout The left nav provides links to:			i l
		- Submission Summary			i l
		- Financial Statements			ı
		- Compliance Audit			i l
		- Completeness Checklist			i l
		- View Attachments			i l
		- Financial Statement QC Review			i l
		- Compliance Audit QC Review			i l
		- Correspondence Log			i
		- Notes			ı
		Total Control of the			ı
		The Compliance Audit QC page contains the following sections and fields: (selections may be made using radio			i
		buttons)			i l
					ı
		School Name (pre-populated, hyperlink to Institution Home Page)			ı
		OPEID (pre-populated, read-only)			ı
		(Fre Personal and )			ı
		Validate PDF			ı
		Are all attached PDFs viewable? Yes No			i l
	elect the Annual Compliance for <unconsolidated< td=""><td>If no, which are not viewable?</td><td></td><td></td><td>i</td></unconsolidated<>	If no, which are not viewable?			i
m	nember2> by selecting the School Name in the "Pending	(User may select more than one)			i
358 Q	C Review" queue	List Box with field labels, Add (button)			i
		Were the Compliance Audit questions answered correctly? Yes No			1
		If no, which questions were incorrect? (User may select more than one)			1
		List Box with field labels, Add (button)			i l
		Notes field (text box)			i l
					i l
		Validate Checklist/PDF			i
		1. Does the Checklist contain valid answers? Yes No			i
		If no, which questions were invalid? (User may select more than one)			i l
		List Box with field labels, Add (button)			i
		2. Are all required documents attached? Yes No			i
		If no, which attachments are missing? (User may select more than one)			i
		List Box with field labels, Add (button)			i
		3. Are all required attachments properly presented? Yes No			i
		If no, which attachments are not presented properly? (User may select more than one)			i
		List Box with field labels, Add (button)			i
		Notes field (text box)  Decision/Outcome			
		eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save)			i l
		System Flag: Flagged or Non-Flagged (system generated)			i
		Completeness Status (QC User determination) Complete (radio button) Incomplete (radio button)			i
		Referral to Case (only applicable if Complete and Non-Flagged Select a Reason (Dropdown box)			i l
		Notes (text box)			i l
		• Notes (text box)			i l
		QC User has the option to Save and the option to Submit			i
		QC Oser has the option to save and the option to submit			i l
		QC Reviewers			i l
		Last Mod By- Financial Statement: Analyst, Date Stamp (automatically updated upon save)			i l
		Compliance Audit: Analyst, Date Stamp (automatically updated upon save)			i l
		compilate resear. Princips, pare manip (automatically updated upon save)		1	1
C.	elect the <no> button for the first question, "Validate</no>			$\vdash$	
PI	DFs", and select "Audited Compliance Audit" from the			1	1
359 Li		The <no> button is selected and "Audit Compliance Audit" is highlighted</no>			i
339 1.1	iona -	The Financial Statements QC page is displayed with the above selections made, with a new heading			
		"Decision/Outcome" and the following questions:		1	1
		- eZ-Audit recommended decision (system generated value)			
		- System Flag			1
		- Completeness Status (QC User determination)		1	1
		o Complete (button)		1	1
		o Incomplete (button)			1
		- Referral to Case (only if Complete and Non-Flagged)		1	1
360 Sc	croll to the bottom of the page and select the "Save Button	"- Notes (text-box)		1	1
	croll to the bottom of the page, select the "Incomplete"	, ,			
ot	ption from "Decision/Outcome", and select the "Submit"	The system displays the "Incomplete Submission Letter" preview page. Under the Financial Statements heading, a			1
361 bi	utton	bulletpoint will appear stating "Audited Financial Statements not viewable"			1
362 Se	elect the "Accept" button from the bottom of the page	The system returns the user to the "QC Home Page"			
	elect the Annual Compliance for <unconsolidated< td=""><td>- ·</td><td></td><td></td><td></td></unconsolidated<>	- ·			
	nember2> by selecting the School Name in the "Pending				
	C Approval" queue	The "Compliance Audit QC Page" is presented again.		1	
X		The system returns the user to the "QC Home Page," the Annual Compliance Audit has been removed from both			
364 Se	elect the "Submit" button from the bottom of the page	the first queue (Pending QC) and the second queue (Pending QC Approval)		1	1
	elect the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page			
366 Se	elect the Login link	The system displays the eZ-Audit Login Page			
C	hecking a Resubmit link for UC Locator				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
	Enter username <unconsolidatedlocator> and password</unconsolidatedlocator>	Username is displayed in the username field.				
367	<password1></password1>	Password is displayed in the password field with *s				
		System presents the "Institution Home Page." The page contains top navigation:				
		- eZ-Audit Home				
		- Help				
		- Logout				
		The page also contains left navigation links with the headings:				
		Create Annual Submission				
		Other Submission				
		Administration				
		There is a new Notification Message that reads: Your Fiscal Year End 06/30/2002 annual submission was marked				
		Incomplete MM/DD/YYYY <today's date=""> at HH:MM:SS <time of="" submission="">.</time></today's>				
		There is now a link to resubmit the annual submission under the Create Annual Submission left navigation				
368	Select the "Login" button	heading	SG01			
500	Select the Logar Dutton	System displays the "Financial Statements" page. The page contains top navigation:	5607			
		- eZ-Audit Home				
		- Help				
		- Logout				
		Left navigation consists of:				
		- Financial Statements				
		- Compliance Audit				
		- Completeness Checklist - Upload Attachments				
		- Submit				
		The contents area of the page has the heading "FSA Annual Submission Financial Statement Information".				
		Immediately below the heading is the Institution name <consolidatedlocator> and OPEID <????????>. The</consolidatedlocator>				
		Institution name will be illustrated as a link. The page then contains the following questions/fields:				
		<ol> <li>Our records indicate that this group contains the following OPEIDs:</li> </ol>				
		* If this information is incorrect please contact the eZ-Audit Help Desk at fsaezaudit@ed.gov				
		A grid containing all Member Schools within the school group with columns for OPE_ID, Name, Locator, City,				
		and State appears. The following schools should be on the grid:  2. Indicate Period Audited				
		- Begin Date				
	Select the "Resubmit Annual Submission" link on the left	- End Date				
369	navigation bar	- Reason if less than 1 year.				
		3. Review Auditor Information				
		- Records indicate your Current Auditor Is: < Pricewaterhouse 111111111>				
		- Is this information correct? (Yes/No).				
		- Enter Auditors TIN  4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)?				
		4. Are your mancial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP):  (Yes/No)				
		Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No)				
		6. Select an Opinion Type (drop down list box)				
		7. Enter 90/10 Revenue Attestation Perecentage				
		- Locator School				
		- Member School 1				
		8. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions)				
		(Yes/No): Going Concern, Contingent Liabilities, Debt Agreement Violation, ED Compliance Issues, Revenue Recognition (non-prorata), Late Refunds				
		10. Enter Financial Statement Data				
		- Links to Balance Sheet, Income Statement, Cash Flow Statement				
		The following buttons are available to the user: Cancel, Save and Save & Proceed				
	Select the "Submit" link from the left navigation bar	The system displays the Submit Page				
	Select the checkboxes next to OPEIDs <unconsolidated< td=""><td>The checkboxes next to <unconsolidated locator=""> and <unconsolidated member1=""> are checked</unconsolidated></unconsolidated></td><td></td><td></td><td></td><td></td></unconsolidated<>	The checkboxes next to <unconsolidated locator=""> and <unconsolidated member1=""> are checked</unconsolidated></unconsolidated>				
	locator> and <unconsolidated member1=""></unconsolidated>					
	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the Notification heading:				
		Your have submitted your portion of the Annual Submission. OPEID ?????? has not yet submitted a</td <td></td> <td></td> <td></td> <td>1</td>				1
		Compliance Audit				
		Also, Resubmit Annual Submission link remains on the Institution Page, as all Member Schools in the group have				
372		yet to complete all submissions				
373	Select the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
	Select the Login link	The system displays the eZ-Audit Login Page				
	Checking a Resubmit link for UC Member	The state of the s				
	Enter username <unconsolidatedmember2> and password</unconsolidatedmember2>					
3/5	<password1></password1>	Password is displayed in the password field with *s		L		

C1 #	Action	Executed Bounds	Test Condition	Pass/Fail	Comments	SIR#
Step#	Action	Expected Results	1 est Condition	Pass/Fail	Comments	SIR#
		System presents the "Institution Home Page." The page contains top navigation:			İ	
		- eZ-Audit Home		1	I	
		- Help - Logout		1	I	
		- Logout		1	I	
		The page also contains left navigation links with the headings:		1	I	
		Create Annual Submission		1	I	
		Other Submission		1	I	
		Administration		1	I	
				1	I	
		There is a new Notification Message that reads: Your Portion of Fiscal Year End 06/30/2002 annual submission		1	I	
		was marked Incomplete MM/DD/YYYY <today's date=""> at HH:MM:SS <time of="" submission="">.</time></today's>			İ	
				1	I	
		There is now a link to resubmit the annual submission under the Create Annual Submission left navigation		1	I	
		heading		1	I	
376 Sel	ect the "Login" button		SG01		<b></b>	
		System displays the "Compliance Audit Information" page. The page contains top navigation:			İ	
		- eZ-Audit Home		1	I	
		- Help		1	I	
		- Logout			İ	
		Left navigation consists of:			İ	
		- Compliance Audit - Completeness Checklist			İ	
		- Upload Attachments		1	I	
		- Submit		1	I	
		The contents area of the page has the heading "FSA Annual Submission Compliance Audit Information".		1	I	
		Immediately below the heading is the Institution name <unconsolidatedmember> and OPEID. The institution</unconsolidatedmember>		1	I	
		name will be illustrated as a link. The page then contains the following questions/fields/messages:		1	II.	
		name will be inconsisted as a link. The page their contains the following questions/ netus/ messages:			İ	
		"You are currently viewing the Compliance Audit OPEID: ???????"			İ	
					İ	
		Our records indicate that this group contains the following OPEIDs:			İ	
		* If this information is incorrect, please contact the eZ-Audit Help desk at fsaezaudit@ed.gov		1	I	
				1	I	
		A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID,		1	I	
		Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each		1	I	
	ect the "Resubmit Annual Submission" link on the left	Member School. The following Schools are listed			İ	
377 nav	vigation bar				ļ	
		(FSEOG, FFELP, FWS, FPL, Pell, FDLP) (Audited/ Closeout checkboxes)		1	I	
		3. Indicate the Period Audited (MM/DD/YYYY)		1	I	
		- Begin Date		1	I	
		- End Date		1	I	
		- Reason if Less than 1 Year		1	I	
		4. Review Auditor Information		1	I	
		- Records indicate your Current Auditor is: < Pricewaterhouse 1111111111>		1	I	
		- Is this information correct? (Yes/No). Enter Auditors TIN		1	I	
		<ol><li>Does this compliance audit contain any findings related to the FSA Title IV programs? (Yes/No).</li></ol>		1	I	
		If yes, do they include any of the following (Yes/No): Pell Adjustments, Student Eligibility, Disbursements, and		1	I	
		Refunds.		1	I	
		6. Does the attached audit indicatein accordance with: GAGAS, Audit Guide(Yes/No)		1	I	
		7. Opinion Type (drop down list box)			İ	
		8. Were there audit findings in the previous year's audit (Yes/No) 9. Does Institution utilize a Third-Party Servicer (Yes/No)		1	I	
		Does the attached audit indicaterequirements regarding: (Yes/No) Institutional Eligibility & Participation, etc.		1	I	
		Buttons displayed are: Cancel, Save and Save & Proceed.		1	I	
		buttons displayed are. Cancer, save and save & Froceed.		1	I	
378 Sol	ect the "Submit" link from the left navigation bar	The system displays the Submit Page		+		+
	ect the checkbox next to OPEID <unconsolidated< td=""><td>The checkbox next to <unconsolidated member2=""> is checked</unconsolidated></td><td></td><td>† †</td><td></td><td>1</td></unconsolidated<>	The checkbox next to <unconsolidated member2=""> is checked</unconsolidated>		† †		1
	mber2>				İ	
Sel	ect "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the Notification			- I	1
		heading:		1	II.	
380		Your have submitted your portion of the Annual Submission.			1	
381 Sel	ect the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
	ect the Login link	The system displays the eZ-Audit Login Page				_
	ling the Resubmitted Annual Submission					
Ent	ter username <pscree03> and password <password1></password1></pscree03>	Username is displayed in the username field.			İ	
383		Password is displayed in the password field with *s		$\vdash$		+
		System presents the "QC Home Page." The page contains top navigation: - eZ-Audit Home			İ	
		- eZ-Audit Home - My Profile			İ	
		- My Profile - Search			İ	
		- Search - Reports			İ	
		- Reports - Logout			İ	
		<ul> <li>Logout</li> <li>A Message is displayed at the top of the page content: "Link to the following team section(s):" with hyperlinks</li> </ul>			İ	
		leading to different sections on the page below.		1	II.	
		Two queues are displayed, both of which contain records split into two sections: Institution Name and Submission		1	II.	
		Information. Submission Information will include: OPEID, FY End, Date of Submission, Resolution Due Date,			İ	1
		Submission Type, Team, and System Flag. The queue at the top of the page has a heading "Pending QC Review."			İ	1
		The second queue has a heading "Pending QC Approval"			İ	1
384 Sel	ect the "Login" button				İ	1
385 Rep	peat Steps 326-358				i	1
Sel	ect the <yes> button for the first question, "Validate</yes>				i	
386 PD	Fs"	The "YES" button is selected		L	I	

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
	s> for "Were the Compliance Audit questions					
387 answered o	correctly?"	Field accepts value				
388 Select <yes< td=""><td>s&gt; for "Does the checklist contain valid answers?</td><td>Field accepts value</td><td></td><td></td><td></td><td></td></yes<>	s> for "Does the checklist contain valid answers?	Field accepts value				
389 Select <yes< td=""><td>s&gt; for "Are all required documents attached?"</td><td>Field accepts value</td><td></td><td></td><td></td><td></td></yes<>	s> for "Are all required documents attached?"	Field accepts value				
	s> for "Are all required attachments properly					
390 presented?		Field accepts value				
391 Select < Cor	implete> for "Completeness Status"	Field accepts value				
	•	The system returns the user to the "QC Home Page," the Annual Compliance Audit has been removed from both				
392 Select the "	'Submit" button from the bottom of the page	the first queue (Pending QC) and the second queue (Pending QC Approval)				
393 Select the I	Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
394 Select the I		The system displays the eZ-Audit Login Page				
	the Annual Submission					
	name <colead01> and password <password1></password1></colead01>	Username is displayed in the username field.				
395		Password is displayed in the password field with *s				
		System presents the "Co-Team Lead Home Page." The page contains top navigation:				
		- eZ-Audit Home				
		- My Profile				
		- Search				
		- Team Queue				
		- Reports				
		- Logout				
		Two queues are displayed: Submissions Pending Assignment and Submissions Pending Approval. Submissions				
		Pending Assignment contain three columns: Institution Name, Submission Information (OPEID, FY End, Date of				
		Submission, Resolution Due Date, Submission Type , Submission Status, Completeness Status, Reason for Referral				
		to Case), and Assign To (dropdown list of Financial Analysts and Audit Resolution Specialists). Submissions				
		Pending Approval also contain three columns: Institution Name, Submission Information (same as above, along				
		with Assigned To, Date Assigned, Date Submitted for Approval), and Approve/Return.				
396 Select the "	"I ogin" button					
370 Select the	Login button	- eZ-Audit Home				
		- My Profile				
		- Search				
		- Team Queue				
		- Reports				
		- Logout				
		The left nav provides links to:				
		- Submission Summary				
		- Financial Statements				
		- Compliance Audit				
		- Completeness Checklist				
		- View Attachments				1
		- Financial Statement QC Review				
		- Compliance Audit QC Review				
		- Code Findings				1
		- Correspondence Log				1
		- Notes				1
		The Submission Summary Page contains the following sections and fields:				
		School Name OPEID Audit Control Number Fiscal Year End Date				
		Institution Info				1
		- OPEID				
		- DUNS				
		- Audit Control Number				1
		- Fiscal Year				1
		- Date Submission Received				1
		- Resubmission Date (TODAY'S DATE)				1
		- Title IV Eligibility Status				1
		- All Submissions Current				
Select the C	Compliance Audit Submission for	- Missing Submissions				
397 <unconsoli< td=""><td>idated locator&gt; by selecting the School Name</td><td></td><td></td><td></td><td></td><td></td></unconsoli<>	idated locator> by selecting the School Name					

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments SIR #
		- Financial Analyst		1	[
		- Reason for Flagging			<u> </u>
		- Years in Zone			
		- eZ-Audit Composite Score		1	i [
		- ED Composite Score			
		- Determination			
		- Determination Date			
		- Completeness Status			
		- Pre-Screener			
		- Screen Date			
		Compliance Audit			
		- Compliance Audit Specialist			
		- Resolution Due Date			
		- Reason for Referral			
		- Completeness Status			
		- Pre-Screener - Screen Date			
		Reassign Compliance Audit Administrative Stay			
		Financial Statement Administrative Stay			
		Resubmission			
ν	Vrite down the Audit Control Number (or ACN) of the	ACCOUNTING ON THE PROPERTY OF			
	ubmission			1	
3,03					
399 S	elect the eZ-Audit Home link from the top navigation bar	The "Co-Team Lead" Home Page is displayed			
		0.000		<del></del>	
s	elect the Compliance Audit Submission for				
400 <	unconsolidated member1> by selecting the School Name	The "Submission Summary" Page for this Submission is displayed			
V	rite down the Audit Control Number (or ACN) of the				
	ubmission				
	erify that the ACN of the Locator School Compliance				
	udit is different from the ACN of the Member School				
402 C	ompliance Audit	The ACNs are different	SG27		
403 S	elect the eZ-Audit Home link from the top navigation bar	The "Co-Team Lead" Home Page is displayed			
404	elect the Compliance Audit Submission for	The "Submission Summary" Page for this Submission is displayed			
	Irite down the Audit Control Number (or ACN) of the	The "Submission Summary" Page for this Submission is displayed			
	ubmission				
	erify that the ACN of the Locator School Compliance				
	udit is different from the ACN of both of the Member				
	chool Compliance Audits	The ACNs are different	SG27		
100 0	chor compliance rudito	THE FOUND WE WINDOWS	O COLOR		
407 S	elect the eZ-Audit Home link from the top navigation bar	The "Co-Team Lead" Home Page is displayed			
L	ocate the Consolidated Financial Statement for	0 1 7			
<	unconsolidated locator> and assign the submission by				
	electing "FA1" from the dropdown list and selecting the				
408 "a	ssign" button	The Consolidated Financial Statement is removed from the "Pending Assignment" queue	SG31		
	ocate the Compliance Audit for <unconsolidated< td=""><td></td><td></td><td> </td><td></td></unconsolidated<>				
	nember1> and assign the submission by selecting "ARS1"			1	j
409 fr	om the dropdown list and selecting the "assign" button	The Compliance Audit is removed from the "Pending Assignment" queue	SG32	ļ	
	ocate the Compliance Audit for <unconsolidated locator=""></unconsolidated>				
410 d	nd assign the submission by selecting "ARS1" from the ropdown list and selecting the "assign" button	The Compliance Audit is removed from the "Bondine Assignment" areas	erea		
410 d	ropuowii list and selecting the "assign" button	The Compliance Audit is removed from the "Pending Assignment" queue	SG32	-	
,	ocate the Compliance Audit for <unconsolidated< td=""><td></td><td></td><td>1</td><td></td></unconsolidated<>			1	
	ocate the Compliance Audit for sunconsolidated nember2> and assign the submission by selecting "ARS1"				
	om the dropdown list and selecting the "assign" button	The Compliance Audit is removed from the "Pending Assignment" queue	SG32		
412 €	elect the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page	OWA/E		
413 5	elect the Login link	The system displays the Logout page with a hyperlink to the Login Page The system displays the eZ-Audit Login Page			<del>                                     </del>
	ase Review of the Annual Submission				
E	nter username <fsinat01> and password <password1></password1></fsinat01>	Username is displayed in the username field.			
414		Password is displayed in the password field with *s			
		The system presents the ARS home page which consists of "My Queue" showing the following information about		[	
		each submission: Institution, OPEID, Fiscal Year End, Received Date, Resolution Due Date, Submission Type,			
		Reason for Referral to Case, and Submission Status. There is no left navigation bar. The top navigation bar has the			
		following links: eZ-Audit Home, My Profile, Search, Team Queue, Reports, and Logout.		1	
415 C	lick the Login button			<u> </u>	

Ct#	Author	Formate d Basedia	Tot Con Illian	D/E-11	G-manual-	SIR#
Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
		The system presents the "Submission Summary" page for Annual Submission. There is a left-navigation bar and a				
		content area. The main content area displays: Institution Name (link to Institution Profile Page), OPEID, ACN, and				
		FYE Date.				
		The left navigation bar contains:				
		- Submission Summary				
		- Financial Statements				
		- Compliance Audit				
		- Completeness Checklist				
		- View Attachments				
		- Financial Statement QC				
		- Compliance Audit QC				
		Complete				
		- PADL				
		-FAD				
		- ACD				
		- DDIF				
		- Manage Auditor Info				
		View				
		- Determination For FS				
		- Score Calculation				
		- Other LOCs				
		- Manage Auditor Info		1		
	Locate the Consolidated Financial Statement for	Correspondence Log		1		
	<unconsolidated locator=""> and select the Submission by</unconsolidated>	Notes		1		
416	selecting the School Name					
ι П		The "Institution Info" section contains:		1		
		• OPEID:		1		
		• DUNS:				
		• ACN:				
		Fiscal Year:				
		Date Submission Received:				
		Title IV Eligibility Status:				
		All Submissions Current:				
		Missing Submissions:				
		The "Financial Statement" section contains:				
		Financial Analyst:				
		Resolution Due Date: <submit +="" 180="" date="" days=""></submit>				
		Reason For Flagging:				
		• Years in Zone:				
		Total				
		Consecutive				
		Composite Score:				
		Determination:				
		Determination.     Determination Date:				
		Completeness Status:				
		Pre-Screener:				
		• Fre-Screener:				
		Screen Date: The "Compliance Audit" section contains:		<b>—</b>		
		Compliance Audit Specialist:				
		Resolution Due Date:				
		Reason for Referral:				
		Completeness Status:				
		• Pre-Screener:				
		• Screen Date:				
				1		
		Page also contains "Financial Statement Completeness", "Compliance Audit Completeness", "Re-submission", and		1		
		"Review" sections		1		
		The left nav provides links to: Submission Summary, Financial Statements, Program and Audit Info, Completeness				
		Checklist, View Attachments, Complete: PADL, FAD, ACD, DDIF, Manage Auditor Information, Adjust Finding				
		Codes, Send to Co-Team Leader; View: Complete LOC, Determination for FS, Score Calculation, Manage Auditor		1		
		Lodes, Send to Co-Team Leader; View: Complete LOC, Determination for FS, Score Calculation, Manage Auditor Information; Correspondence Log and Notes.				
$\vdash \!$		Top navigation consists of: eZ-Audit Home, My Profile, Search, Team Queue, Reports, and Logout.		+		
		The system displays the "File Upload" page. The top of the page displays "Proprietary Annual Submission File				
		Upload," Institution Name, and OPEID. The main content of the page displays lists of attached files separated by				
	Coloredo William Autodomonto P. C. C. C. C. C. C.	OPEID. There should be three attached files, as the School Group submitted three total attachments for the group.	CCO	1		
417	Select the "View Attachments" link from the left nav bar	<peid1> <initial.pdf> <opeid2> <initial.pdf> <opeid3> <initial.pdf></initial.pdf></opeid3></initial.pdf></opeid2></initial.pdf></peid1>	SG03	<del></del>	+	<b></b>
	Select the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page			1	
	Select the Login link	The system displays the eZ-Audit Login Page				
	Non-Profit C/C Submission	Transaction for the decrease of total				
420	Enter username <consolidatedschool> and password</consolidatedschool>	Username is displayed in the username field.				
420	<password1></password1>	Password is displayed in the password field with *s	CC10 CC17	<del></del>	+	1
		System presents the "Institution Home Page." The page contains top navigation:	SG30, SG37			
		- eZ-Audit Home		1		
		- Help				
		- Logout		1		
		The page also contains left navigation links with the headings:				
		Create Annual Submission				
		Other Submission		1		
421	Select the "Login" button	Administration		1		<u> </u>

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
5	Select "Create FYE 07/01/2003 Annual Submission" link	System displays the "Financial Statements" page. The page contains top navigation:	SG08, SG35, SG41			
		- eZ-Audit Home				
		- Help - Logout				
		Left navigation consists of:				
		- Financial Statements - Compliance Audit				
		- Completeness Checklist				
		- Upload Attachments				
		- Submit  The contents area of the page has the heading "Non-Profit Annual Submission Financial Statements". Immediately				
		below the heading is the Institution name <non-profit school=""> and OPE ID &lt;20000008&gt;. The Name of the School</non-profit>				
		is also a hyperlink to the Institution's Home Page. The page then contains the following questions/fields:				
		Our records indicate that this group contains the following OPEIDs:     If this information is incorrect please contact the eZ-Audit Help Desk at fsaezaudit@ed.gov				
		A grid containing all Member Schools within the school group with columns for OPE_ID, Name, Locator, City,				
		and State appears. The following schools should be on the grid:  2. Indicate Period Audited (mm/dd/yyyy):				
		- Begin Date:				
		- End Date:				
422		- Reason if Less than 1 Year:				
		3. Review Auditor Information:		SG08, SG35,		
		- Records indicate your Current Auditor is: <pricewaterhouse 111111111=""> - Is this information correct? (Yes/No)</pricewaterhouse>		SG41		
		- Enter Auditor TIN:				
		4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)?				
		(Yes/No)  5. Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No)				
		6. Select an Opinion Type (drop down list box)				
		7. Is a going concern explanatory paragraph included in the audit report? (Yes/No)				
		8. For internal control over financial reporting:  - a) were material weaknesses identified (Yes/No)?				
		- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)				
		9. Were any instance(s) of noncompliance material to the financial statements noted? (Yes/No) 10. Do you have any of the following disclosures in your financial statement? (See manual/help link for				
		definitions) (Yes/No): Going Concern, Contingent Liabilities, Reviews/Investigations, Debt Agreement Violation,				
		Timely Return to Title IV Programs				
		11. Enter Financial Statement Data - Links to Statement of Financial Position and Statement of Activities				
		The following buttons are available to the user: Cancel, Save and Save & Proceed				
			SG04, SG05			
423	Enter begin date <07/01/2002> and end date <07/01/2003>	Field accepts input		SG04, SG05		
	Select <yes> for "Is this information correct?" in the Review</yes>	Field accepts input		5001,5005		+
424	Auditor Information section Select <yes> for "Are your Financial Statements in</yes>	Field accepts input				
425	accordance with GAAP?"	Pield accepts input				
	Select <yes> for "Are your Financial Statements audited in</yes>	Field accepts input				
426	accordance with Government Auditing Standards?"					
	Select opinion type <adverse> from Auditor Report</adverse>	Field accepts input				
427	opinion type dropdown box					1
428	Select <yes> for "Is a going concern explanatory paragraph ncluded in the audit report?"</yes>					
420	Select <yes> for "were material weaknesses identified?"</yes>	Field accepts input			-	
429	Select <yes> for "were reportable conditions identified that</yes>	Field accepts input				+
430	are not considered to be material weaknesses?"					
	Select <yes> for "Were any instances of noncompliance material to the financial statements noted?"</yes>	Field accepts input				
431	indicator to the infancial statements flored:					
400	Select <yes> for "Do you have the following disclosure in</yes>	Field accepts input				
432	your financial statement: Going Concern?" Select <yes> for "Do you have the following disclosure in</yes>	Field accepts input				+
433	your financial statement: Contingent Liabilities?"					
434	Select <yes> for "Do you have the following disclosure in your financial statement: Reviews/Investigations?"</yes>	Field accepts input				
2.74	Select <yes> for "Do you have the following disclosure in</yes>	Field accepts input				+
435	your financial statement: Debt Agreement Violation?"					
	Select <yes> for "Do you have the following disclosure in</yes>	Field accepts input				+
_   <u>-</u>	your financial statement: Timely Return to Title IV	• • •				
436	Program?" Select <yes> for "Do you have the following disclosure in</yes>	Field accepts input				+
	notes: Income Recognition?"			<u> </u>		

Ct #	Action	Expected Results	Test Condition	Pass/Fail	Comments SIR #
Step#			Test Condition	Passyran	Comments SIR #
	Select "Statement of Financial Position" link	System displays the "Statement of Financial Position Data page with breadcrumbs displayed to allow the user to navigate back to the Financial Statements Page. Displayed immediately below the breadcrumbs is the heading		1	ı
		"Statement of Financial Position Data". The page contains top navigation (eZ-Audit Home, Help, and Logout		1	ı
		Inks) and a content area that contains the following text labels and data entry fields: Cash and Cash Equivalents,			1
		Restricted Assets, Accounts Receivable - Student, Accounts Receivable - Employee, Accounts Receivable - Related			1
		Parties - Secured, Accounts Receivable - Related Parties - Unsecured, Accounts Receivable - Other, Allowance for			1
		Doubtful Accounts, Net Accounts Receivable*, Prepaid Expenses, Inventories, Notes Receivable - Related Parties -			1
		Secured, Notes Receivable - Related Parties - Unsecured, Notes Receivable - Other, Contributions/Pledges			1
		Receivable, Student Loans Receivable, Property, Plant, and Equipment including capitalized lease assets,			1
		Accumulated Depreciation, Net Property, Plant, and Equipment including capitalized lease assets*, Bond Issuance			1
438		Costs, Intangible Assets - net of amortization, Investments, Deferred			1
		Accounts Payable, Refunds Payable, Student Deposits and Advances, Accrued Expenses, Deferred Tuition, Lines			
		of Credit, Current Portion of Long-Term Debt, Capital Lease Obligations, Long-Term Debt, Post Employment &			1
		Post Retirement Benefits, Minimum Pension Liability, Deferred Compensation, Liability Under Split Interest			1
		Agreements, Government Advances for Student Loans, Other Liabilities, Total Liabilities*, Unrestricted Net Assets,	5.		1
		Split Interest Agreements and Term Endowments, Other, Total Temporarily Restricted Net Assets*, Permanently			1
		Restricted Net Assets, Total Net Assets*, and Total Liabilities and Net Assets*.			1
		Fields marked with an * above are calculated fields.			1
		Buttons available to the user are: Cancel, Calculate and Save & Proceed.			1
		Additionally, the following fields have a Comments text box next to them: Accounts Receivable - Other, Notes			1
		Receivable - Other, Other Assets, and Other			1
					1
<u> </u>		m 11	<del> </del>		
	Enter Cash and Cash Equivalents <1316947>	Field accepts input	<del> </del>	<b></b> '	<b></b>
	Enter Restricted Assets <100> Enter Accounts Receivable - Student <0>	Field accepts input	<del> </del>	-	<del>                                     </del>
441	Enter Accounts Receivable - Student <0> Enter Accounts Receivable - Employees <0>	Field accepts input	+		
442	Enter Accounts Receivable - Employees <0> Enter Accounts Receivable - Related Parties, Secured <0>	Field accepts input Field accepts input	+	<del>                                     </del>	+
443	Liner Accounts Receivable - Related Parties, Secured <0>	reia accepio input		1	1
113	Enter Accounts Receivable - Related Parties, Unsecured <0	Field accepts input	+		
444		and accepto input		1	1
	Enter Accounts Receivable - Other <609562>	Field accepts input		<del>                                     </del>	
	Enter Allowance for Doubtful Accounts <6851>	Field accepts input			
447		Field accepts input			
	Enter Inventories <119236>	Field accepts input			
1	Enter Notes Receivable - Related Parties, Secured <100>	Field accepts input			
449					1
	Enter Notes Receivable - Related Parties, Unsecured <100>	Field accepts input			
450					
	Enter Notes Receivable - Other <100>	Field accepts input			
	Enter Contributions/Pledges Receivable <100>	Field accepts input			
453	Enter Student Loans Receivable <100>	Field accepts input			
454	Enter Property, Plant and Equipment, including capitalized	Field accepts input			1
	lease assets <7634519> Enter Accumulated Depreciation <1393079>				
	Enter Bond Issuance Costs <0>	Field accepts input Field accepts input	+		
457	Enter Intangible Assets, net of amortization <0>	Field accepts input Field accepts input	+		
458	Enter Investments <41909>	Field accepts input	+		
	Enter Deferred Advertising/Marketing/Recruiting Costs	Field accepts input			
459	<100>				1
460	Enter Interest in Trusts Held by Others <100>	Field accepts input			
	Enter Other Assets <10921>	Field accepts input			
	Enter Accounts Payable <305807>	Field accepts input			
	Enter Refunds Payable <0>	Field accepts input			
	Enter Student Deposits & Advances <0>	Field accepts input			
		Field accepts input	<u> </u>		<b>+</b>
	Enter Deferred Tuition <1031896>	Field accepts input	<del> </del>	ļ	<b>+</b>
	Enter Lines of Credit <0>	Field accepts input			ļ
468	Enter Current Portion of Long-Term Debt <100>	Field accepts input			<u> </u>
469	Enter Capital Lease Obligations <4373160>	Field accepts input	<del> </del>	-	<del>                                     </del>
470	Enter Long-Term Debt <100> Enter Post Employment & Post Retirement Benefits <0>	Field accepts input	+		
	Enter Post Employment & Post Retirement Benefits <0> Enter Minimum Pension Liability <100>	Field accepts input Field accepts input	+	<del>                                     </del>	
472	Enter Minimum Pension Liability <100> Enter Deferred Compensation <0>	Field accepts input Field accepts input	+		
474	Enter Liability Under Split Interest Agreements <100>	Field accepts input			
	Enter Government Advances for Student Loans <100>	Field accepts input			
	Enter Other Liabilities <0>	Field accepts input			
	Enter Unrestricted Net Assets <2488913>	Field accepts input			
1	Enter Split Interest Agreements and Term Endowments	Field accepts input		[	
	<100>				
	Enter Other <34382>	Field accepts input			
480	Enter Permanently Restricted Net Assets <0>	Field accepts input			
5	Select "Calculate" button	System refreshes "Statement of Financial Position" page with values previously entered pre- populated and the			
		calculated fields pre-populated. Calculated fields and values are:			1
		Net Accounts Receivable: <602,711>		1	1
		Net Property & Equipment including capitalized lease assets: <6,241,440>			1
		Total Assets: <8,333,964>		1	1
		Total Liabilities: <5,810,569>			1
		Total Temporarily Restricted Net Assets: <34,482>		1	1
		Total Net Assets: <2,523,395>		1	1
40.		Total Liabilities & Net Assets: <8,333,964>			1
481		Buttons displayed are: Calculate, Cancel and Save & Proceed.	T .	1	1

Step# Action	Expected Results	Test Condition	Pass/Fail	Comments SIR #
Select "Save & Proceed" button	System saves Statement of Financial Position data entered and displays the "Statement of Activities" page with	rest condition	1 assyl all	Comments SIR #
Select Sure de l'Iocean Sulton	breadcrumbs displayed to allow the user to navigate back to the Financial Statements Page. Displayed			
	immediately below the breadcrumbs is the heading "Statement of Activities Data" and "Change in Unrestricted Net			
	Assets". The page contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial			
	Statements, Compliance Audit, Checklist, Upload Attachment(s), and Submit links) and a content area that			
	contains the following text labels and data entry fields: Tuition & Fees, Government Appropriations, Government			
	Grants and Contracts, Private Gifts, Grants, and Contracts, Auxiliary Enterprises, Investment Income, Hospital			
	Revenue, Other Income, Net Assets Released from Restrictions, Total Unrestricted Revenue*, Instruction Expense,			
	Research Expense, Public Service Expense, Academic Support Expense, Student Services Expense, Institutional Support Expense, Auxiliary Enterprises Expense, Net Grant Aid to Students, Hospital Services, Other Expenses,			
482	Net Assets Released to Restrictions, Total Unrestricted Expenses*, Gain (Loss) on Discontinued Operations, Gain (L			
483 Enter Tuition & Fees <7072934>	Field accepts input			
484 Enter Government Appropriations <100>	Field accepts input			
485 Enter Government Grants and Contracts <100>	Field accepts input			
486 Enter Private Gifts, Grants, and Contracts <100> 487 Enter Auxiliary Enterprises <488509>	Field accepts input			
488 Enter Investment Income <40182>	Field accepts input Field accepts input			<del>                                     </del>
489 Enter Hospital Revenue <100>	Field accepts input			
490 Enter Other Income <0>	Field accepts input			
491 Enter Net Assets Released From Restrictions <45188>	Field accepts input			
492 Enter Instruction Expense <2657580>	Field accepts input			
493 Enter Research Expense <0>	Field accepts input			<del>                                     </del>
494 Enter Public Service Expense <0> 495 Enter Academic Support Expense <795421>	Field accepts input Field accepts input			<del>                                     </del>
496 Enter Student Services Expense <1708568>	Field accepts input  Field accepts input			<del>                                     </del>
497 Enter Institutional Support Expense <1242882>	Field accepts input			
498 Enter Auxiliary Enterprises Expense <410076>	Field accepts input			
499 Enter Net Grant Aid to Students <100>	Field accepts input			
500 Enter Hospital Services <100>	Field accepts input			
501 Enter Other Expenses <0>	Field accepts input			
502 Enter Net Assets Released to Restrictions <0> 503 Enter Gain (Loss) on Discounted Operations <100>	Field accepts input Field accepts input			
Enter Gain (Loss) from Change in Accounting Principle	Field accepts input			
504 <100>	Tied decepts input			
505 Enter Extraordinary Gain (Loss) <100>	Field accepts input			
Enter Unrestricted Net Assets at Beginning of Year	Field accepts input			
506 <1656627> 507 Enter Gain (Loss) from Correction of Error (100)	Field accepts input			
Select the Calculate button.	System refreshes "Statement of Activities" page with values previously entered pre-populated and the calculated			
	fields pre-populated. Calculated fields and values are:			
	Total Unrestricted Revenues: <7,647,213>			
	Total Unrestricted Expenses: <6,814,727>			
	Change in Unrestricted Net Assets: <832,786>			
508	Unrestricted Net Assets at Beginning of Year as Restated <1656727>			
Select "Save & Proceed" button	Unrestricted Net Assets at end of year: <2,489,413> System displays the "Compliance Audit Information" page. The page contains top navigation:			
Select Save & Froceed button	- eZ-Audit Home			
	- Help			
	- Logout			
	Left navigation consists of:			
	- Financial Statements			
	- Compliance Audit			
	- Completeness Checklist			
	- Upload Attachments - Submit			
	The contents area of the page has the heading "Non-Profit Annual Submission Compliance Audit Information".			
	Immediately below the heading is the Institution name <non-profit school=""> and OPEID &lt;20000008&gt;. The School</non-profit>			
	Name is also a hyperlink to the Institution's Profile Page. The page then contains the following questions/fields:			
	1. Our records indicate that this group contains the following OPEIDs:			
	* If this information is incorrect, please contact the eZ-Audit Help desk at fsaezaudit@ed.gov			
509		SG10, SG36, SG39, SG40		
	·	·		

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
		A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The following Schools are listed 2a. Indicate the Title IV program(s) in which your institution participates: (Checklist) ISECO 84.007, FFELP 84.032, FWS 84.038, FPL 84.038, Pell 84.063, FDLP 84.268 D. Was the Student Financial Aid Cluster audited as a major program? (Yes/No) J. Indicate the Period Audited (MM/DD/YYYY) Begin Date: - Reason if Less than 1 Year: - Reason if Less than 1 Year: - Review Auditor Information: - Records Indicate your Current Auditor Is: <pricewaterhouse 11111111=""> - Is this information correct? (Yes/No) - Enter Auditor's TID - Does this A-133 report contain any findings related to the FSA Title IV programs? (Yes/No) Does the attached A-133 audit report indicate that this examination was conducted in accordance with: - Government Auditing Standards (Yes/No) - OMB Circular A-133 (Yes/No) 7. Type of Auditor's Report Issued on Compliance for Major Programs (Title IV only) (Dropdown box) - Unqualified, Qualified, Adverse, Disclaimer</pricewaterhouse>	SG10, SG36, SG39, SG40			
		8. For internal control over major programs:  a) were material weaknesses identified? (Yes/No)  -b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)  9. Were there audit findings in the previous year's A-133 report? (Yes/No)  10. Does Institution utilize a Third Party Service? (Yes/No)  Buttons displayed are: Cancel, Save and Save & Proceed.				
510	Select programs audited <pell, ffelp="" fseog,="" fws,=""></pell,>	Field accepts input				
	major program  Enter begin date <07/01/2002> and end date					
512	<07/01/2003>	Field accepts input				
513	Select <yes> for "Is this information correct?" in the Review Auditor Information section.</yes>	• •				
514	Select <yes> for "Does A-133 report contain any findings?"</yes>	Field accepts input				ı
	Select <yes> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?"</yes>	Field accepts input				
516	Select <yes> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"</yes>	Field accepts input				
	Select type of Auditor's Report as <unqualified></unqualified>	Field accepts input				
518	Select <yes> for "were material weaknesses identified?"</yes>	Field accepts input				
	Select <yes> for "were reportable conditions identified that are not considered to be material weaknesses?"</yes>	Field accepts input				
	Select <no> for "Were there audit findings in the previous year's A-133 report?"</no>	Field accepts input				
521	Select <no> for "Does Institution utilize a Third Party Servicer?"</no>	Field accepts input				
522	Select "Save" button	System redisplays the Compliance Audit Page				

Step# A	Action	Expected Results	Test Condition	Pass/Fail	Comments SIR #
Select "Save & Proceed" butt			1 est Condition	Passyran	Comments SIR #
Select Save & Proceed butt	tton	System displays the "Checklist" page. The page contains top navigation: - eZ-Audit Home		1	
		- Help		1	
		- Logout		1	
		Left navigation consists of:		1	
		- Financial Statements		1	
		- Compliance Audit		1	
		- Completeness Checklist		1	
		- Upload Attachments		1	
		- Submit		1	
		The contents area of the page has the heading "Non-Profit Annual Submission Checklist". Immediately below the		1	
		heading is the Institution name <non-profit school=""> and OPEID &lt;20000008&gt;. The School Name is also a hyperlink</non-profit>		1	
		to the Institution's Profile Page.		1	
		The page then contains two sections with the following headings:(1) Are the following items included in the		1	
		attachment of your Consolidated A-133 report? (2) Contact Information/Additional Notes.		1	
				1	
				1	
				1	
				1	
				1	
				1	
523					
		Text labels displayed in Section 1 are: - Statement of Financial Position			
		- Statement of Prinancial Position		1	
		- Cash Flows Statement		1	
		- Cash Flows Statement - Notes to Financial Statements			
		- Notes to Financial Statements - Independent Auditors Report			
		- Independent Auditors Report on Compliance and on Internal Control over Financial Reporting Based on an			
		Audit of Financial Statements Performed in Accordance with Government Auditing Standards			
		- Schedule of Expenditures of Federal Awards		1	
		- Corrective Action Plan			
		'- Schedule of Findings & Questioned Costs			
		- Summary schedule of prior year audit findings			
		- Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal		1	
		Control Over Compliance in Accordance with OMB Circular A-133		1	
		-		1	
				1	
				1	
				1	
				1	
				1	
				1	
				1	
				1	
				1	
		Section (2), Contact Information/Additional Notes, contains:		<del>                                     </del>	
		- A Message displaying: "Please let us know who to contact with questions regarding this submission."		1	
		- Financial Statement Contact		1	
		- Name		1	
		- Email		1	
		- Compliance Audit Contact		1	
		- Name			
		- Email			
		- Enter any additional notes (text box)			
		Buttons displayed on the page are: Cancel, Save and Save & Proceed.			
				ullet	
524 Select <yes> for Statement</yes>		Field accepts input		$\vdash$	
525 Select <yes> for Statement</yes>	of Activities	Field accepts input		$\vdash$	
526 Select <yes> for Notes to Fi</yes>		Field accepts input			
Select <yes> for Schedule of Select S</yes>	or Expenditures of Federal	Field accepts input			
52/ Awards 528 Select <yes> for Corrective</yes>	Action Plan	Field accepts input		$\vdash$	
	of Findings and Questioned	Field accepts input Field accepts input			
529 Costs	or r manage and Questioned	a con accepto input		1	
Select <no> for Summary s</no>	schedule of prior year audit	Field accepts input		$\vdash$	
530 findings		• • •			
531 Select <yes> for Independe</yes>	ent Auditor's Report	Field accepts input			
Select <yes> for Independent</yes>	ent Auditors' Report on	Field accepts input			
Compliance and on Internal	l Control Over Financial				
Reporting Based on an Audi	lit of Financial Statements				
Performed in Accordance w				1	
532 Standards					
Select <yes> for Independe</yes>	ent Auditors' Report on	Field accepts input			
Compliance with Requireme	nents Applicable to Each Major				
Program and Internal Contr	rol Over Compliance in				
533 Accordance with OMB Circu	cular A-133	m 11		$\vdash$	
Enter: "Ben Lopez" in Finance	ncial Statements Contact Name	Field accepts input			
534 field	Einanaial Ctatomonto Control	Field accepts input			
Enter: "Ben@Lopez.com" in 1 535 Email field	Financial Statements Contact	rieu accepis input			
555 Email neid			I.		

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
536	Enter: "Kevin Rowland" in Compliance Audit Contact Name field	Field accepts input				
336	Enter: "Kevin@Rowland.com" in Compliance Audit Contac	ct Field accepts input				
537	Email field	The decept input				
	Select "Save & Proceed" button	System displays the "Upload Attachment(s)" page. The page contains top navigation:				
		- eZ-Audit Home				
		- Help				
		- Logout				
		Left navigation consists of:				
		- Financial Statements				
		- Compliance Audit				
		- Completeness Checklist				
		- Upload Attachments				
		- Submit The contents area of the page has the heading "Non- Profit Annual Submission File Upload ". Immediately below				
		the heading is the Institution name <non-profit school=""> and OPEID &lt;20000008&gt;. The School Name is also a</non-profit>				
		hyperlink to the Institution's Profile Page				
		The page then contains the following text:				
		As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and				
		corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the				
		Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file.				
		Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload				
538		times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing. All required fields				
		Below the text there is the File field and Browse button; Checkboxes for Type (Audited Financial				
		Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if				
		applicable), and Other); and Add button.				
500.0	1 . m	There are also Cancel, Save, and Save and Proceed buttons.				
	Select "Browse" button Select file to upload <a133np.pdf></a133np.pdf>	System displays window that allows user to browse their computer and select a file to upload.				
	Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left				
541	elect Open	of the "Browse" button.				
	Select "All"	Field accepts input				
	Select "Add" button	System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows				
		files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each				
543		file in the table is a "Delete" button.				
5	Select "Save & Proceed" button	System displays the "Submit" page.				
		The page contains top navigation: eZ-Audit Home, Help, and Logout.				
		Left navigation consists of:				
		- Financial Statements				
		- Compliance Audit				
		- Completeness Checklist - Upload Attachments				
		- Opioad Attachments - Submit.				
		The contents area of the page has the heading "Non-Profit Annual Submission Submit". Immediately below the				
		heading is the Institution name <non-profit school=""> and OPEID &lt;20000008&gt;. The School Name is also a hyperlink</non-profit>				
		to the Institution's Profile Page.				
1 1		The page then contains the following text:		]		
1 1		"By selecting to submit, the information you have entered on these pages will be sent to the Department of		]		
		Education. If your institution is part of a school group, please note that the record is not transmitted to ED until all				
1 1		members of the school group have completed their portion of th submission. For further explanation, refer to the		]		
1 1		"Step-by-Step Guide to Using eZ-Audit.				
		Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB		]		
		Circular A-133 as appropriate.		]		
		Once submitted, you will only have read access to the data.		]		
		REMINDER: OMB still requires submission of A-133 reports (public and non-profit institutions) to the Federal Aud		]		
				]		
				]		
544				]		

Ct #	Action	Executed Bounds	Test Condition	Pass/Fail	Comments SIR #
Step#	Action	Expected Results	111 27 1 1 1	Pass/Fail	Comments SIR #
		By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on			
		behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also			
		certify that, to the best of my knowledge and belief, all information in this submission is true and correct. I			
		understand that if the institution provides false or misleading information, (a) the U.S. Department of Education			
		may deny or seek to revoke the institution eligibility to participate in federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also			
		understand that I may be subject to a fine or not more than \$25,000 or imprisonment of not more than five years, o			
		both, for misinformation that is material to receipt and stewardship of federal student aid funds.			
		By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I			
		have made satisfactory arrangement to repay it."			
		mate made substactory unangement to repay to			
		Button displayed is: Submit to ED.			
-	Lat W. Amily to PDR house.	Control Bardon the Wardtotte Handler and the feet of the control of the feet of the control of t			<u> </u>
Sel	lect "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the heading: Your Submission has been received by the Department of Education. You will be contacted if additional			
		information is needed after the submission has passed the edit/completeness check.			
		Also displayed in the "Notifications" section is the following: Your Fiscal Year End 07/01/2003 annual submission			
		was received on MM/DD/YYYY <today's date=""> at HH:MM:SS <time of="" submission="">. Review of your submission</time></today's>			
		has not yet started.	•		
545		yer own test.			
546 Sel	lect the Logout link from the top navigation bar	System displays the Logout Page with a Login Page			
547 Sel	lect the Login link	System displays the eZ-Audit Home Page			
No	on-Profit UC/C Locator Submission				
	ter username <unconsolidatedlocator> and password</unconsolidatedlocator>	Username is displayed in the username field.			
548 <p< td=""><td>assword1&gt;</td><td>Password is displayed in the password field with *s</td><td></td><td></td><td></td></p<>	assword1>	Password is displayed in the password field with *s			
		System presents the "Institution Home Page." The page contains top navigation: - eZ-Audit Home			
		- Help			
		- Logout			
		20gout			
		The page also contains left navigation links with the headings:			
		Create Annual Submission			
		Other Submission			
549 Sel	lect the "Login" button	Administration	SG37		
Sel	lect "Create FYE 07/01/2003 Annual Submission" link	System displays the "Financial Statements" page. The page contains top navigation:			
		- eZ-Audit Home			
		- Help			
		- Logout Left navigation consists of:			
		- Financial Statements			
		- Compliance Audit			
		- Completeness Checklist			
		- Upload Attachments			
		- Submit			
		The contents area of the page has the heading "Non-Profit Annual Submission Financial Statements". Immediately	,		
		below the heading is the Institution name <non-profit school=""> and OPE ID &lt;20000008&gt;. The Name of the School</non-profit>			
		is also a hyperlink to the Institution's Home Page. The page then contains the following questions/fields:			
		Our records indicate that this group contains the following OPEIDs:			
		* If this information is incorrect please contact the eZ-Audit Help Desk at fsaezaudit@ed.gov			
		A grid containing all Member Schools within the school group with columns for OPE_ID, Name, Locator, City,			
		and State appears. The following schools should be on the grid:			
		2 . Indicate Period Audited (mm/dd/yyyy):			
1 1		- Begin Date:			
1 1		- End Date:			
550		- Reason if Less than 1 Year:	SG09, SG28, SG35, SG41		
		3. Review Auditor Information:			
		- Records indicate your Current Auditor is: <pricewaterhouse 111111111=""></pricewaterhouse>			
		- Is this information correct? (Yes/No)			
1 1		- Enter Auditor TIN:			
		4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)?			
1 1		(Yes/No)			
1 1		<ol><li>Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No)</li></ol>			
		6. Select an Opinion Type (drop down list box)			
		<ol><li>Is a going concern explanatory paragraph included in the audit report? (Yes/No)</li></ol>			
		8. For internal control over financial reporting:			
		- a) were material weaknesses identified (Yes/No)?			
		- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)	<u>'</u>		
1 1		9. Were any instance(s) of noncompliance material to the financial statements noted? (Yes/No)			
		10. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions) (Yes/No): Going Concern, Contingent Liabilities, Reviews/Investigations, Debt Agreement Violation			
		Timely Return to Title IV Programs  Timely Return to Title IV Programs	, SG06, SG07		
<u> </u>		ramery nectan to title 17 1 tograms	×		

Clon#	Action	Expected Results	Test Condition	Pass/Fail	Comments SIR #
Step#	Enter begin date <07/01/2002> and end date	Field accepts input	Test Condition	rassyran	Comments SIK#
551	<07/01/2003>	red accepts input	SG12		
	Select <yes> for "Is this information correct?" in the Review</yes>	Field accepts input			
552	Auditor Information section		SG12		
553	Select <yes> for "Are your Financial Statements in accordance with GAAP?"</yes>	Field accepts input	SG12	1	
333	Select <yes> for "Are your Financial Statements audited in</yes>	Field accepts input	3012		
	accordance with Government Auditing Standards?"	red decepts input		[	
554			SG12		
555	Select opinion type <adverse> from Auditor Report</adverse>	Field accepts input	SG12	1	
333	opinion type dropdown box Select <yes> for "Is a going concern explanatory paragraph</yes>	Field accepts input	5G12		
55	included in the audit report?"	The decept input	SG12	[	
	Select <yes> for "were material weaknesses identified?"</yes>	Field accepts input			
557			SG12		
558	Select <yes> for "were reportable conditions identified that are not considered to be material weaknesses?"</yes>	t rield accepts input	SG12	[	
550	Select <yes> for "Were any instances of noncompliance</yes>	Field accepts input			
	material to the financial statements noted?"	• •		[	
559			SG12		
560	Select <yes> for "Do you have the following disclosure in your financial statement: Going Concern?"</yes>	Field accepts input	SG12	[	
300	Select <yes> for "Do you have the following disclosure in</yes>	Field accepts input	5012		
561	your financial statement: Contingent Liabilities?"		SG12	[	
	Select <yes> for "Do you have the following disclosure in</yes>	Field accepts input			
562	your financial statement: Reviews/Investigations?"	Field accorte innut	SG12	$\vdash$	
	Select <yes> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"</yes>	rieid accepts input			
563	•		SG12		1
	Select <yes> for "Do you have the following disclosure in</yes>	Field accepts input			
	your financial statement: Timely Return to Title IV		5012		
564	Program?" Select <yes> for "Do you have the following disclosure in</yes>	Field accorts input	SG12	$\vdash$	
565	notes: Income Recognition?"	red accepts input	SG12	[	
	Select "Statement of Financial Position" link	System displays the "Statement of Financial Position Data page with breadcrumbs displayed to allow the user to			
		navigate back to the Financial Statements Page. Displayed immediately below the breadcrumbs is the heading		[	
		"Statement of Financial Position Data". The page contains top navigation (eZ-Audit Home, Help, and Logout		[	
		links) and a content area that contains the following text labels and data entry fields: Cash and Cash Equivalents, Restricted Assets, Accounts Receivable - Student, Accounts Receivable - Employee, Accounts Receivable - Related			
		Parties - Secured, Accounts Receivable - Related Parties - Unsecured, Accounts Receivable - Other, Allowance for			
		Doubtful Accounts, Net Accounts Receivable*, Prepaid Expenses, Inventories, Notes Receivable - Related Parties -		1	
		Secured, Notes Receivable - Related Parties - Unsecured, Notes Receivable - Other, Contributions/Pledges			
		Receivable, Student Loans Receivable, Property, Plant, and Equipment including capitalized lease assets,		1	
566		Accumulated Depreciation, Net Property, Plant, and Equipment including capitalized lease assets*, Bond Issuance Costs, Intangible Assets - net of amortization, Investments, Deferred	SG12		
		Accounts Payable, Refunds Payable, Student Deposits and Advances, Accrued Expenses, Deferred Tuition, Lines			
		of Credit, Current Portion of Long-Term Debt, Capital Lease Obligations, Long-Term Debt, Post Employment &		1	
		Post Retirement Benefits, Minimum Pension Liability, Deferred Compensation, Liability Under Split Interest			
		Agreements, Government Advances for Student Loans, Other Liabilities, Total Liabilities*, Unrestricted Net Assets Split Interest Agreements and Term Endowments, Other, Total Temporarily Restricted Net Assets*, Permanently		1	
		Restricted Net Assets, Total Net Assets*, and Total Liabilities and Net Assets*.			
		Fields marked with an * above are calculated fields.			
		Buttons available to the user are: Cancel, Calculate and Save & Proceed.		1	
		Additionally, the following fields have a Comments text box next to them: Accounts Receivable - Other, Notes Receivable - Other, Other Assets, and Other		1	
		Receivable - Other, Other Assets, and Other			
			SG12		
567	Enter Cash and Cash Equivalents <1316947>	Field accepts input	SG12	igspace	
	Enter Restricted Assets <100> Enter Accounts Receivable - Student <0>	Field accepts input Field accepts input	SG12 SG12	$\vdash$	
570	Enter Accounts Receivable - Employees <0>	Field accepts input	SG12		
	Enter Accounts Receivable - Related Parties, Secured <0>	Field accepts input			
571		Tidd court had	SG12	لـــــــــــا	
572	Enter Accounts Receivable - Related Parties, Unsecured <0>	Field accepts input	SG12		1
	Enter Accounts Receivable - Other <609562>	Field accepts input	SG12		
	Enter Allowance for Doubtful Accounts <6851>	Field accepts input	SG12		
575	Enter Prepaid Expenses <0>	Field accepts input	SG12	$\vdash$	
576	Enter Inventories <119236> Enter Notes Receivable - Related Parties, Secured <100>	Field accepts input Field accepts input	SG12	$\vdash \vdash \vdash$	
577	Liner Notes Receivable - Related Fattles, Sectifed \$1002	ried accepts input	SG12		1
	Enter Notes Receivable - Related Parties, Unsecured <100>	Field accepts input			
578			SG12	$\vdash$	
579 580	Enter Notes Receivable - Other <100>		SG12 SG12	$\vdash \vdash \vdash$	
	Enter Contributions/Pledges Receivable <100> Enter Student Loans Receivable <100>	Field accepts input Field accepts input	SG12 SG12		
501	Enter Property, Plant and Equipment, including capitalized	Field accepts input			
582	lease assets <7634519>		SG12		
583	Enter Accumulated Depreciation <1393079>	Field accepts input	SG12	$\Box$	
	Enter Bond Issuance Costs <0> Enter Intangible Assets, net of amortization <0>	Field accepts input Field accepts input	SG12 SG12	$\vdash$	<del>                                     </del>
585		Field accepts input Field accepts input	SG12		
	Enter Deferred Advertising/Marketing/Recruiting Costs	Field accepts input			
587	<100>		SG12		

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
588 1	Inter Interest in Trusts Held by Others <100>	Field accepts input	SG12	r assyrair	Comments	JIN #
589 I	Inter Other Assets <10921>	Field accepts input	SG12			1
590 I	inter Accounts Payable <305807>	Field accepts input	SG12			
591 I	inter Refunds Payable <0>	Field accepts input	SG12			
592 I	Inter Student Deposits & Advances <0>	Field accepts input	SG12			
593 I	Inter Accrued Expenses <99206>	Field accepts input	SG12			
594 I	inter Deferred Tuition <1031896>		SG12			
595 I	inter Lines of Credit <0>	Field accepts input	SG12			
596 I	inter Current Portion of Long-Term Debt <100>	Field accepts input	SG12			
597 I	inter Capital Lease Obligations <4373160>	Field accepts input	SG12 SG12			
599 1	Enter Long-Term Debt <100> Enter Post Employment & Post Retirement Benefits <0>	Field accepts input Field accepts input	SG12			
600 I	inter Minimum Pension Liability <100>	Field accepts input	SG12			
601 I	Inter Deferred Compensation <0>		SG12			
602 I	inter Liability Under Split Interest Agreements <100>	Field accepts input	SG12			
603 I	Enter Government Advances for Student Loans <100>	Field accepts input	SG12			
604 I	Enter Other Liabilities <0>	Field accepts input	SG12			
605 I	inter Unrestricted Net Assets <2488913>	Field accepts input	SG12			
I	Enter Split Interest Agreements and Term Endowments	Field accepts input				
606	(100>		SG12			
607 I	inter Other <34382> Inter Permanently Restricted Net Assets <0>	Field accepts input	SG12 SG12			
	elect "Calculate" button	Field accepts input  System refreshes "Statement of Financial Position" page with values previously entered pre-populated and the	9012			
		calculated fields pre-populated. Calculated fields and values are:				
		Net Accounts Receivable: <602,711>				
		Net Property & Equipment including capitalized lease assets: <6,241,440>				
		Total Assets: <8,333,964>				
		Total Liabilities: <5,810,569>				
		Total Temporarily Restricted Net Assets: <34,482>				
		Total Net Assets: <2,523,395>				
		Total Liabilities & Net Assets: <8,333,964>				
609	select "Save & Proceed" button	Buttons displayed are: Calculate, Cancel and Save & Proceed.  System saves Statement of Financial Position data entered and displays the "Statement of Activities" page with	SG12			
	elect Save & Proceed button	breadcrumbs displayed to allow the user to navigate back to the Financial Statements Page. Displayed				
		immediately below the breadcrumbs is the heading "Statement of Activities Data" and "Change in Unrestricted Net				
		Assets". The page contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial				
		Statements, Compliance Audit, Checklist, Upload Attachment(s), and Submit links) and a content area that				
		contains the following text labels and data entry fields: Tuition & Fees, Government Appropriations, Government				
		Grants and Contracts, Private Gifts, Grants, and Contracts, Auxiliary Enterprises, Investment Income, Hospital				
		Revenue, Other Income, Net Assets Released from Restrictions, Total Unrestricted Revenue*, Instruction Expense,				
		Research Expense, Public Service Expense, Academic Support Expense, Student Services Expense, Institutional				
		Support Expense, Auxiliary Enterprises Expense, Net Grant Aid to Students, Hospital Services, Other Expenses,				
610		Net Assets Released to Restrictions, Total Unrestricted Expenses*, Gain (Loss) on Discontinued Operations, Gain (I	SG12			
611 I	inter Tuition & Fees <7072934>	Field accepts input	SG12 SG12			
613 1	Enter Government Appropriations <100> Enter Government Grants and Contracts <100>	Field accepts input Field accepts input	SG12			-
614 1	inter Private Gifts, Grants, and Contracts <100>	Field accepts input	SG12			
615 1	inter Auxiliary Enterprises <488509>	Field accepts input	SG12			-
616 I	inter Investment Income <40182>	Field accepts input	SG12			
617 I	inter Hospital Revenue <100>	Field accepts input	SG12			
618 I	Enter Other Income <0>	Field accepts input	SG12			
619 I	inter Net Assets Released From Restrictions <45188>	Field accepts input	SG12			
620 I	Inter Instruction Expense <2657580>	Field accepts input	SG12			
621 I	inter Research Expense <0> inter Public Service Expense <0>	Field accepts input	SG12 SG12			<b>——</b>
623 1	inter Public Service Expense <0> Inter Academic Support Expense <795421>	Field accepts input Field accepts input	SG12			<del>                                     </del>
624 1	inter Student Services Expense <1708568>	Field accepts input	SG12			
625 I	Enter Institutional Support Expense <1242882>	Field accepts input	SG12			
626 I	Enter Auxiliary Enterprises Expense <410076>	Field accepts input	SG12			
627 I	inter Net Grant Aid to Students <100>	Field accepts input	SG12			
628 I	inter Hospital Services <100>	Field accepts input	SG12			
629 I	inter Other Expenses <0>	Field accepts input	SG12			
630 I	inter Net Assets Released to Restrictions <0> Inter Gain (Loss) on Discounted Operations <100>	Field accepts input	SG12 SG12			
651	inter Gain (Loss) on Discounted Operations <100> inter Gain (Loss) from Change in Accounting Principle	Field accepts input Field accepts input	NII -			
632	:100>	The accept input	SG12			
633 I	inter Extraordinary Gain (Loss) <100>	Field accepts input	SG12			
I	inter Unrestricted Net Assets at Beginning of Year	Field accepts input				
634	:1656627>		SG12			
635 I	Enter Gain (Loss) from Correction of Error (100)	Field accepts input	SG12			
	elect the Calculate button.	System refreshes "Statement of Activities" page with values previously entered pre-populated and the calculated				
		fields pre-populated. Calculated fields and values are:				
		Total Unrestricted Revenues: <7,647,213> Total Unrestricted Expenses: <6,814,727>				
		Total Unrestricted Expenses: <6,814,72/> Change in Unrestricted Net Assets: <832,786>				
		Unrestricted Net Assets: <632,766> Unrestricted Net Assets at Beginning of Year as Restated <1656727>				
636		Unrestricted Net Assets at end of year: <2,489,413>	SG12			
			<del>-</del>			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
	elect "Save & Proceed" button	System displays the "Compliance Audit Information" page. The page contains top navigation:	- Test condition	Tussyl an	Comments	SIX #
	elect Save & Floceett Duttoff	- eZ-Audit Home				
		- Help				
		- Logout				
		Left navigation consists of:				
		- Financial Statements				
		- Compliance Audit				
		- Completeness Checklist				
		- Upload Attachments				
		- Submit				
		The contents area of the page has the heading "Non-Profit Annual Submission Compliance Audit Information".				
		Immediately below the heading is the Institution name <non-profit school=""> and OPEID &lt;20000008&gt;. The School</non-profit>				
		Name is also a hyperlink to the Institution's Profile Page. The page then contains the following questions/fields:				
		ivaline is also a hyperimic to the institution's Frome rage. The page their contains the following questions/ netus.				
		"You are currently viewing the Compliance Audit OPEID: ???????"				
		Total are currently viewing the Comphanice Audit Of Elb.				
		Our records indicate that this group contains the following OPEIDs:				
		* If this information is incorrect, please contact the eZ-Audit Help desk at fsaezaudit@ed.gov				
637		ir this information is incorrect, please contact the ez-zadut rielp desk at isaezaduti@ed.gov	SG11, SG36, SG39, SG40			
		A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID,				
		Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each				
		Member School. The following Schools are listed 2a. Indicate the Title IV program(s) in which your				
		institution participates: (Checklist)				
		FSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268				
		2b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No)				
		3. Indicate the Period Audited (MM/DD/YYYY)				
		- Begin Date:				
		- End Date:				
		- Reason if Less than 1 Year:				
		4. Review Auditor Information:				
		- Records Indicate your Current Auditor Is: <pricewaterhouse 111111111=""></pricewaterhouse>				
		- Is this information correct? (Yes/No)				
		- Enter Auditor's TIN				
		5. Does this A-133 report contain any findings related to the FSA Title IV programs? (Yes/No).				
		Does the attached A-133 audit report indicate that this examination was conducted in accordance with:				
		- Government Auditing Standards (Yes/No)				
		8. For internal control over major programs:				_
		- a) were material weaknesses identified? (Yes/No)				
		- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)				
		9. Were there audit findings in the previous year's A-133 report? (Yes/No)				
		10. Does Institution utilize a Third Party Servicer? (Yes/No)				
		Buttons displayed are: Cancel, Save and Save & Proceed.				
638	elect programs audited <pell, ffelp="" fseog,="" fws,=""></pell,>	Field accepts input	SG14			
		Field accepts input				
639 r	najor program		SG14			
	inter begin date <07/01/2002> and end date	Field accepts input				
	:07/01/2003>	• •	SG14			1
	elect <yes> for "Is this information correct?" in the Review</yes>	Field accepts input				1
	Auditor Information section.	• •	SG14			1
	select <yes> for "Does A-133 report contain any findings?"</yes>	Field accepts input				
642		• •	SG14			1
5	select <yes> for "Does the attached audit indicate that the</yes>	Field accepts input				
e	examination was conducted in accordance with	• •				1
	Government Auditing Standards?"		SG14			1
	elect <yes> for "Does the attached audit indicate that the</yes>	Field accepts input				
	examination was conducted in accordance with: OMB	• •				1
644	Circular A-133?"		SG14			1
	select type of Auditor's Report as <unqualified></unqualified>	Field accepts input	SG14			
5	select <yes> for "were material weaknesses identified?"</yes>	Field accepts input				
646			SG14			1
	elect <yes> for "were reportable conditions identified that</yes>	Field accepts input				
647 a	re not considered to be material weaknesses?"		SG14			
5	elect <no> for "Were there audit findings in the previous</no>	Field accepts input				
	rear's A-133 report?"		SG14			1
	select <no> for "Does Institution utilize a Third Party</no>	Field accepts input				
	ervicer?"	• •	SG14			
650 5	elect "Save" button	System redisplays the Compliance Audit Page				
651	elect <opeid> from the dropdown box</opeid>	<opeid> is displayed in the dropdown box</opeid>	SG39			
652 I	Repeat Steps 638-649		SG16			

Step# Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation:	- Pest Condition	Justyrun	Comments	JAK II
Select Save & Floceed Button	- eZ-Audit Home				
	- Help				
	- Logout				
	Left navigation consists of:				
	- Financial Statements				
	- Compliance Audit				
	- Completeness Checklist				
	- Upload Attachments				
	- Submit				
	The contents area of the page has the heading "Non-Profit Annual Submission Checklist". Immediately below the				
	heading is the Institution name <non-profit school=""> and OPEID &lt;20000008&gt;. The School Name is also a hyperlink</non-profit>				
	to the Institution's Profile Page.				
	The page then contains two sections with the following headings:(1) Are the following items included in the				
	attachment of your A-133 report? (2) Are the following items also included in the attachment of your A-133 report?				
653	and (3) Contact Information/Additional Notes.	SG17			
	Text labels displayed in Section 1 are:				
	- Statement of Financial Position				
	- Statement of Activities				
	- Cash Flows Statement				
	- Notes to Financial Statements				
	- Independent Auditors Report				
	- Independent Auditors Report on Compliance and on Internal Control over Financial Reporting Based on an				
	Audit of Financial Statements Performed in Accordance with Government Auditing Standards				
	Section 2:				
	"Select Compliance Audit:" <opeid> (Dropdown box containing all School Group OPEIDs)</opeid>				
	School Name OPEID				
	- Schedule of Expenditures of Federal Awards				
	- Corrective Action Plan				
	'- Schedule of Findings & Questioned Costs				
	- Summary schedule of prior year audit findings				
	- Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal				
	Control Over Compliance in Accordance with OMB Circular A-133				
		SG19			
	Section (3), Contact Information/Additional Notes, contains:				
	- A Message displaying: "Please let us know who to contact with questions regarding this submission."				
	- Financial Statement Contact				
	- Name				
	- Email				
	- Compliance Audit Contact				
	- Name				
	- Email				
	- Enter any additional notes (text box)				
	Buttons displayed on the page are: Cancel, Save and Save & Proceed.				
		SG19			
654 Select <yes> for Statement of Financial Position</yes>		SG19			
655 Select <yes> for Statement of Activities</yes>		SG19			
656 Select <yes> for Notes to Financial Statements</yes>		SG19			
Select <yes> for Schedule of Expenditures of Federal</yes>	Field accepts input	SG19			
657 Awards					
658 Select <yes> for Corrective Action Plan</yes>		SG19			
Select <yes> for Schedule of Findings and Questioned</yes>	Field accepts input	arma.			
659 Costs	TO 11	SG19			
Select <no> for Summary schedule of prior year audit</no>	Field accepts input	0010			
660 findings	TO 11	SG19			
661 Select <yes> for Independent Auditor's Report</yes>		SG19			
Select <yes> for Independent Auditors' Report on</yes>	Field accepts input				
Compliance and on Internal Control Over Financial					
Reporting Based on an Audit of Financial Statements					
Performed in Accordance with Government Auditing		SG19			
662 Standards	Field accepts inner	5017			
Select <yes> for Independent Auditors' Report on</yes>	Field accepts input				
Compliance with Requirements Applicable to Each Major					
Program and Internal Control Over Compliance in		SG19			
663 Accordance with OMB Circular A-133	Pold access forces	5019	ļ		
Enter: "Ben Lopez" in Financial Statements Contact Name	Field accepts input	SG19			
	Trial accordance	3017			
Enter: "Ben@Lopez.com" in Financial Statements Contact	Field accepts input	SG19			
665 Email field	Field assents innut	3017			
Enter: "Kevin Rowland" in Compliance Audit Contact	Field accepts input	SG19			
666 Name field  Enter: "Kevin@Rowland.com" in Compliance Audit Contac	Filed accords inner	5017			
	rieu accepis input	SG19			
667 Email field	Control displays the Cheddistance	3017			
668 Select the "Save" button	System displays the Checklist page	<u> </u>	l		

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
-	Select OPEID ?????? from the "Select Compliance	OPEID ?????? Now appears in the dropdown box				
	Audit" dropdown box					
670	Repeat Steps 654-667		SG20			
	Select "Save & Proceed" button	System displays the "Upload Attachment(s)" page. The page contains top navigation:				
		- eZ-Audit Home - Help				
		- Logout				
		Left navigation consists of:				
		- Financial Statements				
		- Compliance Audit				
		- Completeness Checklist				
		- Upload Attachments				
		- Submit				
		The contents area of the page has the heading "Non-Profit Annual Submission File Upload ". Immediately below				
		the heading is the Institution name <non-profit school=""> and OPEID &lt;20000008&gt;. The School Name is also a hyperlink to the Institution's Profile Page</non-profit>				
		The page then contains the following text:				
		As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and				
		corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the				
		Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file.				
		Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload				
671		times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing. All required fields	S			
		Below the text there is a message "Select OPEID" and a dropdown box with all OPEIDs in the Group. Below that,				
		there is the File field and Browse button; Checkboxes for Type (Audited Financial				
		Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if applicable), and Other); and Add button.				
		application, and other), and radioution.				1
		There are also Cancel, Save, and Save and Proceed buttons.				
672	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
673	Select file to upload <a133np.pdf></a133np.pdf>					
	Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the lef	t			
674	C. L BAMB	of the "Browse" button.		1		
675	Select "All" Select "Add" button	Field accepts input  System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows		1		
	Select Add button	files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each				
676		file in the table is a "Delete" button.				
	Select the "Save" button	System re-displays the Upload Attachments page	SG21, SG22			
678	Select <opeid> from the dropdown box</opeid>	<opeid> is displayed in the dropdown box</opeid>				
679	Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
	Select file to upload <a133np.pdf></a133np.pdf>					
	Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the lef	t			
681		of the "Browse" button.				
	Select "Compliance Audit"	Field accepts input  System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows				
	Select "Add" button	files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each				
683		file in the table is a "Delete" button	SG23			
	Select "Save & Proceed" button	System displays the "Submit" page.				
		The page contains top navigation: eZ-Audit Home, Help, and Logout.				
		Left navigation consists of:				
		- Financial Statements				
		- Compliance Audit				
		- Completeness Checklist				
		- Upload Attachments - Submit				
		The contents area of the page has the heading "Non-Profit Annual Submission Submit". Immediately below the				
		heading is the Institution name <non-profit school=""> and OPEID &lt;20000008&gt;. The School Name is also a hyperlink</non-profit>				
		to the Institution's Profile Page.				
		The page then contains the following text:				
		"By selecting to submit, the information you have entered on these pages will be sent to the Department of				
		Education. If your institution is part of a school group, please note that the record is not transmitted to ED until all				1
		members of the school group have completed their portion of th submission. For further explanation, refer to the				1
		"Step-by-Step Guide to Using eZ-Audit.				1
681		Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB				
004		Circular A-133 as appropriate.  By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on		<b>†</b>		+
		behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also				
		certify that, to the best of my knowledge and belief, all information in this submission is true and correct. I				
		understand that if the institution provides false or misleading information, (a) the U.S. Department of Education				
		may deny or seek to revoke the institution eligibility to participate in federal student financial aid programs and				
		(b) the institution may be liable for all federal student financial aid fund it or its students received. I also				
		understand that I may be subject to a fine or not more than \$25,000 or imprisonment of not more than five years, or	r			
		both, for misinformation that is material to receipt and stewardship of federal student aid funds.				
		By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I have made satisfactory arrangement to repay it."				
		nave made satisfactory arrangement to repay it."	SG38, SG42, SG45			
	Check the boxes next to "unconsolidated locator" and	The boxes next to "unconsolidated locator" and "unconsolidated member" are checked	to second to the same of the second	<b>†</b>		+
	"unconsolidated member"	The second second second and an exponential member are these				
	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the heading:		1		
		Your Portion of the Annual Submission has been received by the Department of Education. OPEID has not yet				
		submitted Compliance Audit				
		Also displayed in the "Notifications" section is the following: Your portion Fiscal Year End 07/01/2003 annual				
		submission was received on MM/DD/YYYY <today's date=""> at HH:MM:SS <time of="" submission="">.</time></today's>	conv. co.u.			
(01		The state of the s	SG26, SG44	1		
686	Select the Logout link from the top navigation bar	System displays the Logout Page with a Login Page				

	Step# Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
Company   Comp	688 Select the Login link					
And Security Comments of Proceedings of April 1997 to Proceedings of April	Non-Profit C/UC Member Submission  Enter username Supconsolidatedlocators and password	Username is displayed in the username field				
And Section 1997 (Control 1997) (Alth Annual Statement of the option in the section of the part of the Section 1997) (Control 1997) (Alth Annual Statement of the Section 1997) (Control 1997) (Alth Annual Statement of the Section 1997) (Control 1997) (Alth Annual Statement of the Section 1997) (Control 1997) (Alth Annual Statement of the Section 1997) (Control 1997) (Alth Annual Statement of the Section 1997) (Control 1997) (Alth Annual Statement of the Section 1997) (Control 1997)	689 <password1></password1>	Password is displayed in the password field with *s				
## Section 1. **Super Journal Distances of the Commission of American Section 1. **Super Journal Distances of the Commission of the Commis						
Program to an activated an acquisite time with the baselings   Program to activate the acquisite time with the baselings   Program to the activate time to the acquisite time time time time to the acquisite time time time time time time time t		- Help				
Seak Fund Tought Julian  West Young Triangly Jill Annual Selection of the Security Seage		- Logout				
Seak Fund Tought Julian  West Young Triangly Jill Annual Selection of the Security Seage		The page also contains left payigation links with the headings:				
Section Count 10 (1) Viry 2010 Annual Information and Annual Information of Page 1 (1) Page ordinate by proxylights (1) Page 1 (1) P		Create Annual Submission				
Mark Takes PT & WYCZ (2000 Annual Indiventages 1 and performance Apall Information by persystems of the performance of the pe	600 Salact the "Login" button		SC10 SC13			
Fig.   Property   Pr			5627,5615			
Complete Condition   Conditi						
In the region control of a Completion Collisio						
- Complexes Charlest - Copied Annual Societies - Copied Annual Societi		Left navigation consists of:				
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694   407/01/2003>   5G15		Field accepts input	5015			
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	703 Servicer?"	<u> </u>	SG15	1		

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Step# Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation:				
	- eZ-Audit Home				
	- Help				
	- Logout				
	Left navigation consists of:				
	- Compliance Audit				
	- Completeness Checklist				
	- Upload Attachments				
	- Submit				
	The contents area of the page has the heading "Non-Profit Annual Submission Checklist". Immediately below the				
	heading is the Institution name <non-profit school=""> and OPEID &lt;20000008&gt;. The School Name is also a hyperlink</non-profit>				
	to the Institution's Profile Page.				
	The page then contains two sections with the following headings:(1) Are the following items included in the				
	attachment of your A-133 report? (2) Are the following items also included in the attachment of your A-133 report?				
704	and (3) Contact Information/Additional Notes.				
704	Text labels displayed in Section 1 are:				
	- Statement of Financial Position				
	- Statement of Prinancial Position - Statement of Activities				
	- Cash Flows Statement				
	- Notes to Financial Statements				
	- Independent Auditors Report				
	- Independent Auditors Report on Compliance and on Internal Control over Financial Reporting Based on an		1		
	Audit of Financial Statements Performed in Accordance with Government Auditing Standards		l	1	
			l	1	
	Section 2:		l	1	
	"Select Compliance Audit:" <opeid> (Dropdown box containing all School Group OPEIDs)</opeid>		l	1	
			1		
	School Name OPEID		l	1	
	- Schedule of Expenditures of Federal Awards		1		
	- Corrective Action Plan		1		
	'- Schedule of Findings & Questioned Costs		1		
	- Summary schedule of prior year audit findings		1		
	<ul> <li>Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal</li> </ul>				
	Control Over Compliance in Accordance with OMB Circular A-133				
	Section (3), Contact Information/Additional Notes, contains:				
	- A Message displaying : "Please let us know who to contact with questions regarding this submission."				
	- Financial Statement Contact				
	- Name				
	- Email				
	- Compliance Audit Contact				
	- Name		1		
	- Email				
	- Enter any additional notes (text box)		1		
	Buttons displayed on the page are: Cancel, Save and Save & Proceed.		1		
			1		
705 Select <yes> for Statement of Financial Position</yes>	Field accepts input				
706 Select <yes> for Statement of Activities</yes>	Field accepts input				
707 Select <yes> for Notes to Financial Statements</yes>	Field accepts input				
Select <yes> for Schedule of Expenditures of Federal</yes>	Field accepts input				
708 Awards			1		
709 Select <yes> for Corrective Action Plan</yes>	Field accepts input		1		
Select <yes> for Schedule of Findings and Questioned</yes>	Field accepts input		1		
710 Costs	i ich uccepti input		1		
Select <no> for Summary schedule of prior year audit</no>	Field accepts input		1	1	
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711 findings 712 Select <yes> for Independent Auditor's Report</yes>	Field accepts input		-		
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Select <yes> for Independent Auditors' Report on</yes>	Field accepts input		1		
Compliance and on Internal Control Over Financial			1	1	
Reporting Based on an Audit of Financial Statements			1		
Performed in Accordance with Government Auditing			l	1	
713 Standards					
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714 Accordance with OMB Circular A-133				1	
Enter: "Ben Lopez" in Financial Statements Contact Name	Field accepts input				
715 field			1		
Enter: "Ben@Lopez.com" in Financial Statements Contact	Field accepts input				
716 Email field	* ***		l	1	
Enter: "Kevin Rowland" in Compliance Audit Contact	Field accepts input				
717 Name field			1	1	
Enter: "Kevin@Rowland.com" in Compliance Audit Cont	act Field accepts input				
718 Email field	· · · · · · · · · · · · · · · · · · ·		l	1	
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Step# Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
Select "Save & Proceed" button	System displays the "Upload Attachment(s)" page. The page contains top navigation:				
	- eZ-Audit Home				
	- Help				
	- Logout				
	Left navigation consists of:				
	- Compliance Audit				
	- Completeness Checklist				
	- Upload Attachments				
	- Submit				
	The contents area of the page has the heading "Non- Profit Annual Submission File Upload ". Immediately below				
	the heading is the Institution name <non-profit school=""> and OPEID &lt;20000008&gt;. The School Name is also a</non-profit>				
	hyperlink to the Institution's Profile Page				
	The page then contains the following text:				
	As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and				
	corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the				
	Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file.				
	Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing. All required fields				
	are indicated with an asterisk. Selecting "All" satisfies all required fields.				
	are indicated with an asterisk. Selecting Air satisfies an required fields.				
719					
	Below the text there is a message "Select OPEID" and a dropdown box with all OPEIDs in the Group. Below that,				
	there is the File field and Browse button; Checkboxes for Type (Audited Financial				
	Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if				
	applicable), and Other); and Add button.				
	There are also Cancel, Save, and Save and Proceed buttons.				
720 Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
721 Select file to upload <a133np.pdf></a133np.pdf>					
Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the lef	t			
722	of the "Browse" button.				
723 Select "All"	Field accepts input				
Select "Add" button	System re-displays the "Upload Attachment(s)" page with an error message that members cannot submit all				
724  725 Select "Compliance Audit" checkbox and de-select "All"	"Compliance Audit" is checked				
Select "Add" button	System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows				
Scient radi Salion	files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each				
726	file in the table is a "Delete" button.	SG24			
Select "Save & Proceed" button	System displays the "Submit" page.				
	The page contains top navigation: eZ-Audit Home, Help, and Logout.				
	Left navigation consists of:				
	- Compliance Audit				
	- Completeness Checklist				
	- Upload Attachments				
	- Submit.				
	The contents area of the page has the heading "Non-Profit Annual Submission Submit". Immediately below the				
	heading is the Institution name <non-profit school=""> and OPEID &lt;20000008&gt;. The School Name is also a hyperlink</non-profit>	K			
	to the Institution's Profile Page.				
	The page then contains the following text:				
	"By selecting to submit, the information you have entered on these pages will be sent to the Department of				
	Education. If your institution is part of a school group, please note that the record is not transmitted to ED until all				
	members of the school group have completed their portion of th submission. For further explanation, refer to the "Step-by-Step Guide to Using eZ-Audit.				
	Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate.				
	Once submitted, you will only have read access to the data.				
	REMINDER: OMB still requires submission of A-133 reports (public and non-profit institutions) to the Federal Au				
	Automatical composition of the rederal Automatical and non-profit institutions) to the rederal Automatical composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Automatical Composition of the rederal Compositio	1			
727		SG46			
	By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on				
	behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also				
	certify that, to the best of my knowledge and belief, all information in this submission is true and correct. I				
	understand that if the institution provides false or misleading information, (a) the U.S. Department of Education				
	may deny or seek to revoke the institution eligibility to participate in federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also				
	(b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine or not more than \$25,000 or imprisonment of not more than five years, or				
	both, for misinformation that is material to receipt and stewardship of federal student aid funds.				
	By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I				
	have made satisfactory arrangement to repay it."				
	nave made satisfactory arrangement to repay it.				
728 Check the box next to "Select All"	The box next to "Select All" is checked				
Select "Submit to ED" button	System displays an error message that a member school may not submit for all Institutions of a School Group				
729					
730 Check the box next to <opeid></opeid>	The box next to <opeid> is checked</opeid>				

Step# Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
		rest Condition	1 dssyrdii	Comments	SIK#
Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the heading:				
	Your Portion of the Annual Submission has been received by the Department of Education. You will be contacted				
	if additional information is needed after the submission has passed the edit/completeness check.				
	Also displayed in the "Notifications" section is the following: Your Portion of Fiscal Year End 07/01/2003 annual				
	submission was received on MM/DD/YYYY <today's date=""> at HH:MM:SS <time of="" submission="">. Review of your</time></today's>				
	submission has not yet started.				
731		SG43			
732 Select the Logout link from the top navigation bar	System displays the Logout Page with a Login Page				
732 Select the Logout link from the top navigation bar 733 Select the Login link	System displays the eZ-Audit Home Page				
Public School C/C Submission					
Enter username <consolidatedlocator> and password</consolidatedlocator>	Username is displayed in the username field.				
734 <password1></password1>	Password is displayed in the password field with *s				
	System presents the "Institution Home Page." The page contains top navigation:	SG30, SG37			
	- eZ-Audit Home				
	- Help				
	- Logout				
	The page also contains left navigation links with the headings:				
	Create Annual Submission				
	Other Submission				
735 Select the "Login" button	Administration	500 500 504			
Select "Create FYE 07/01/2003 Annual Submission" link	System displays the "Financial Statements" page. The page contains top navigation:	SG08, SG35, SG41			
	- eZ-Audit Home				
	- Help				
	- Logout				
	Left navigation consists of:				
	- Financial Statements - Compliance Audit				
	- Completeness Checklist				
	- Upload Attachments				
	- Submit				
	The contents area of the page has the heading "Public Annual Submission Financial Statements". Immediately				
	below the heading is the Institution name < Public School> and OPE ID ????? . The Name of the School is also				
	a hyperlink to the Institution's Home Page. The page then contains the following questions/fields:				
	Our records indicate that this group contains the following OPEIDs:				
	* If this information is incorrect please contact the eZ-Audit Help Desk at fsaezaudit@ed.gov				
	A grid containing all Member Schools within the school group with columns for OPE_ID, Name, Locator, City,				
	and State appears. The following schools should be on the grid:				
	2. Indicate Period Audited (mm/dd/yyyy):				
	- Begin Date:				
	- End Date:				
	- Reason if Less than 1 Year:				
736					
730	3. Review Auditor Information:				
	- Records indicate your Current Auditor is: <pricewaterhouse 111111111=""></pricewaterhouse>				
	- Is this information correct? (Yes/No)				
	- Enter Auditor TIN:				
	4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)?				
	(Yes/No)				
	Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No)				
	6. What type of auditor's report was issued on the financial statements?				
	- Select an Opinion Type (drop down list box)				
	7. Is a going concern explanatory paragraph included in the audit report? (Yes/No)				
	8. For internal control over financial reporting:				
	- a) were material weaknesses identified (Yes/No)?				
	- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)				
	9. Were any instance(s) of noncompliance material to the financial statements noted? (Yes/No)  9. Were any instance(s) of noncompliance material to the financial statements noted? (Yes/No)				
	10. Do you have any of the following disclosures in your financial statement? (See manual/help link for				
	definitions) (Yes/No): Going Concern, Contingent Liabilities, Reviews/Investigations, Debt Agreement Violation,				
	Timely Return to Title IV Programs				
	The following buttons are available to the user: Cancel, Save and Save & Proceed				
	φ				
		CC04 CC05			
T 1		SG04, SG05			
Enter begin date <07/01/2002> and end date	Field accepts input				
737 <07/01/2003>					
Select <yes> for "Is this information correct?" in the Review</yes>	Field accepts input				
738 Auditor Information section	Pidd acceptation of				
Select <yes> for "Are your Financial Statements in</yes>	Field accepts input				
739 accordance with GAAP?"	THE CONTRACTOR OF THE CONTRACT				
Select <yes> for "Are your Financial Statements audited in</yes>	Field accepts input				
accordance with Government Auditing Standards?"					
/±0	<u> </u>		1		

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
741	Select opinion type <adverse> from Auditor Report opinion type dropdown box</adverse>	Field accepts input		·		
742	Select <yes> for "Is a going concern explanatory paragrap; included in the audit report?"</yes>	n Field accepts input				
743	Select <yes> for "were material weaknesses identified?"</yes>	Field accepts input				
744	Select <yes> for "were reportable conditions identified tha are not considered to be material weaknesses?"</yes>					
745	Select <yes> for "Were any instances of noncompliance material to the financial statements noted?"</yes>	Field accepts input				
	Select <yes> for "Do you have the following disclosure in your financial statement: Going Concern?"</yes>	Field accepts input				
	Select <yes> for "Do you have the following disclosure in your financial statement: Contingent Liabilities?"</yes>					
748	Select <yes> for "Do you have the following disclosure in your financial statement: Reviews/Investigations?"</yes>					
749	Select <yes> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"</yes>	Field accepts input				
750	Select <yes> for "Do you have the following disclosure in your financial statement: Timely Return to Title IV Program?"</yes>	Field accepts input				
751	Select <yes> for "Do you have the following disclosure in notes: Income Recognition?"</yes>	Field accepts input				
	Select "Save & Proceed" button	System displays the "Compliance Audit Information" page. The page contains top navigation: -eZ-Audit Home - Help - Logout - Logout - Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit - Submit - Submit - Contents area of the page has the heading "Public Annual Submission Compliance Audit Information" Immediately below the heading is the Institution name 'Public School'> and OPEID ???????? The School Name is also a hyperlink to the Institution's Profile Page. The page then contains the following questions/fields:  1. Our records indicate that this group contains the following OPEIDs: - If this information is incorrect, please contact the eZ-Audit Help desk at saezaudit@ed.gov - A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, - Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each - Member School. The following Schools are listed</td <td></td> <td></td> <td></td> <td></td>				
752		2a. Indicate the Title IV program(s) in which your institution participates: (Checklist) FSEOC 84.007, FFELP 84.032, FWS 84.033, FPL 84.088, Pell 84.063, FDLP 84.268 2b. Was the Student Financial Aid Cluster auditied as a major program? (Yes/No) 3. Indicate the Period Audited (MM/DD/YYYY) - Begin Date: - End Date: - Reason if Less than 1 Year: - Review Auditor Information: - Records Indicate your Current Auditor Is: <pri>- Stricewaterhouse 111111111&gt; - Is this information correct? (Yes/No) - Enter Auditor's TIN - Does this A-133 report contain any findings related to the FSA Title IV programs? (Yes/No) Does the Attached A-133 audit report indicate that this examination was conducted in accordance with: - Government Auditing Standards (Yes/No) - OMB Circular A-133 (Yes/No) - OMB Circular A-133 (Yes/No) - Type of Auditor's Report Issued on Compliance for Major Programs (Title IV only) (Dropdown box) - Unqualified, Qualified, Adverse, Disclaimer</pri>	SC10, SC36, SC39, SC40			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
otep#	Tetton	8. For internal control over major programs:	A CA CAMADIA	1 ussy1 un	comments	OHt #
		- a) were material weaknesses identified? (Yes/No)				
		- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)				
		9. Were there audit findings in the previous year's A-133 report? (Yes/No)				
		10. Does Institution utilize a Third Party Servicer? (Yes/No)				
		Buttons displayed are: Cancel, Save and Save & Proceed.				
men o	the tapper period rate present					
	elect programs audited <pell, ffelp="" fseog,="" fws,=""></pell,>	Field accepts input				
	select <no> for Student Financial Aid Cluster audited as a</no>	Field accepts input				
/34 m	najor program inter begin date <07/01/2002> and end date					
	:nter begin date <07/01/2002> and end date	Field accepts input				
	select <yes> for "Is this information correct?" in the Review</yes>	Pull acceptainment				
	Auditor Information section.	rieu acceps input				
	select <yes> for "Does A-133 report contain any findings?"</yes>	Public contribution				
757	elect < 1E5> for "Does A-155 report contain any findings?"	Field accepts input				
	elect <yes> for "Does the attached audit indicate that the</yes>	Wold account input				
3	examination was conducted in accordance with	rieu acceps input				
	Government Auditing Standards?"					
	elect <yes> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB</yes>	rieid accepts input				
	Circular A-133?"					
		redd acousts format				-
	elect type of Auditor's Report as <unqualified> elect <yes> for "were material weaknesses identified?"</yes></unqualified>	Field accepts input				-
761	elect < YES> for "were material weaknesses identified?"	Field accepts input				
	elect <yes> for "were reportable conditions identified that</yes>					
7/2	re not considered to be material weaknesses?"	rieid accepts input				
	elect <no> for "Were there audit findings in the previous</no>	Pull acceptainment				
		rieid accepts input				
763 y	rear's A-133 report?" select <no> for "Does Institution utilize a Third Party</no>					
	ervicer?"					
	elect "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation:				
3	elect Save & Froceed Button	- eZ-Audit Home				
		- Help - Logout				
		Left navigation consists of:				
		- Financial Statements				
		- Financial Statements - Compliance Audit				
		- Completeness Checklist				
		- Completeness Checklist - Upload Attachments				
		- Upload Attachments - Submit				
		The contents area of the page has the heading "Public Annual Submission Checklist". Immediately below the				
		heading is the Institution name <public school=""> and OPEID <????????>. The School Name is also a hyperlink to</public>				
		the Institution's Profile Page.				
		The page then contains two sections with the following headings:(1) Are the following items included in the				
		attachment of your Consolidated A-133 report? and (2) Contact Information/Additional Notes.				
		Text labels displayed in Section 1 are:				
		- Statement of Financial Position				
		- Statement of Activities				
		- Cash Flows Statement				
		- Notes to Financial Statements				
		- Independent Auditors Report				
		- Independent Auditors Report on Compliance and on Internal Control over Financial Reporting Based on an				
		Audit of Financial Statements Performed in Accordance with Government Auditing Standards				
1						
765						

Set of the set of the	Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
- Comment And Anti-Character Anti-Character And Anti-Character And Anti-Character And Anti-Character And Anti-Character And Anti-Character And Anti-Character And Anti-Character And Anti-Character And Anti-Character And Ant	Step#	Action		rest Condition	T ass/Fall	Comments	SIK#
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Supposed and character figures on Completion and Biogeneous register for Set Mayer Progress and Foundation  Foundation of the Completion and Biogeneous register for Set Mayer Progress and Set Mayer Progress			'- Schedule of Findings & Questioned Costs				
Committee Complete in Association of Michigan Association (Complete Compl							
Set 150   Prince of the control of t			- Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal				
28. Het GOS is the stand of the property of the stand from the property of the stand from the property of the stand from the property of the stand from the property of the pr			Control Over Compilance in Accordance with OMB Circular A-155				
Process   Proc			Section (2), Contact Information/Additional Notes, contains:				
Note that the first state of the control of the c			- A Message displaying : "Please let us know who to contact with questions regarding this submission."				
The state of the s							
The Control of Market And Control  - Control of Market And Control  - Control of Market And Control  - Control							
The Section of The Section of Planes Section of Section Sectio			- Compliance Audit Contact				
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There are also Cancel, Save, and Save and Proceed buttons.			applicable), and Other); and Add button.				
	$\sqcup \sqcup \bot$		There are also Cancel, Save, and Save and Proceed buttons.		1		

Step# Action	Expected Results	Test Condition	Pass/Fail Comments	SIR#
781 Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.			
782 Select file to upload <a133p.pdf> Select "Open"</a133p.pdf>	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left			
783	of the "Browse" button.			
784 Select "All"	Field accepts input			
Select "Add" button	System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each			
785	file in the table is a "Delete" button.			
Select "Save & Proceed" button	System displays the "Submit" page.			
	The page contains top navigation: eZ-Audit Home, Help, and Logout.  Left navigation consists of:			
	- Financial Statements			
	- Compliance Audit			
	- Completeness Checklist - Upload Attachments			
	- Submit.			
	The contents area of the page has the heading "Public Annual Submission Submit". Immediately below the			
	heading is the Institution name <public school=""> and OPEID &lt;03037500&gt;. The School Name is also a hyperlink to the Institution's Profile Page.</public>			
	The page then contains the following text:			
	"By selecting to submit, the information you have entered on these pages will be sent to the Department of			
	Education.  If your institution is part of a school group, please note that the record is not transmitted to ED until all the			
	members of the school group have completed their portion of the submission. For further explanation, refer to the			
	"Step-by-Step Guide to Using eZ-Audit".			
786				
	Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB			
	Circular A-133 as appropriate.  Once submitted, you will only have read access to the data.			
	REMINDER: OMB still requires submission of A-133 reports (public and non-profit institutions) to the Federal			
	Audit Clearinghouse.			
	By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also			
	certify that, to the best of my knowledge and belief, all information in this submission is true and correct. I			
	understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may deny or seek to revoke the institution eligibility to participate in federal student financial aid programs and			
	(b) the institution may be liable for all federal student financial aid fund it or its students received. I also			
	understand that I may be subject to a fine or not more than \$25,000 or imprisonment of not more than five years, or			
	both, for misinformation that is material to receipt and stewardship of federal student aid funds.  By clicking the "Submit to ED" button below, I certify that I am not in default on a federal student loan or that I hav			
	Button displayed is: Submit to ED.			
Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the heading:			
	Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check.			
	Also displayed in the "Notifications" section is the following: Your Fiscal Year End 07/01/2003 annual submission			
	was received on MM/DD/YYYY <today's date=""> at HH:MM:SS <time of="" submission="">. Review of your submission</time></today's>			
	has not yet started.			
787		SG38, SG42, SG45		
788 Select the Logout link from the top navigation bar	System displays the Logout Page with a Login Page			
789 Select the Login link Public School UC/C Locator Submission	System displays the eZ-Audit Home Page			
Enter username <unconsolidatedlocator> and password</unconsolidatedlocator>	Username is displayed in the username field.			
790 <password1></password1>	Password is displayed in the password field with *s			
	System presents the "Institution Home Page." The page contains top navigation: - eZ-Audit Home			
	- Help			
	- Logout			
	The page also contains left navigation links with the headings:			
	Create Annual Submission			
791 Select the "Login" button	Other Submission Administration	SG37		
751 perect the Login buttori	Administration	5007	1	

Step	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
Stepi	Select "Create FYE 07/01/2003 Annual Submission" link	System displays the "Financial Statements" page. The page contains top navigation:	1 est Condition	1 455/1 411	Comments	SIK#
	Select Create FTE 07/01/2003 Militar Submission mik	- eZ-Audit Home				
		- Help				
		- Logout				
		Left navigation consists of:				
		- Financial Statements				
		- Compliance Audit				
		- Completeness Checklist				
		- Upload Attachments - Submit				
		The contents area of the page has the heading "Public Annual Submission Financial Statements". Immediately				
		below the heading is the Institution name <public school=""> and OPE ID <???????>. The Name of the School is also</public>				
		a hyperlink to the Institution's Home Page. The page then contains the following questions/fields:				
		<ol> <li>Our records indicate that this group contains the following OPEIDs:</li> </ol>				
		* If this information is incorrect please contact the eZ-Audit Help Desk at fsaezaudit@ed.gov				
		A grid containing all Member Schools within the school group with columns for OPE_ID, Name, Locator, City,				
		and State appears. The following schools should be on the grid:  2. Indicate Period Audited (mm/dd/yyyy):				
		- Begin Date:				
		- End Date:				
		- Reason if Less than 1 Year:				
792		2 P. J. W. T. C. W.	SG09, SG28, SG35, SG41			
		Review Auditor Information:     Records indicate your Current Auditor is: < Pricewaterhouse 111111111>				
		- Records indicate your Current Auditor is: <pricewaterhouse 111111117=""> - Is this information correct? (Yes/No)</pricewaterhouse>				
		- Is this information correct: (Tes/No) - Enter Auditor TIN:				
		4. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)?				
		(Yes/No)				
		<ol><li>Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No)</li></ol>				
		6. What type of auditor's report was issued on the financial statements?				
		- Select an Opinion Type (drop down list box)				
		7. Is a going concern explanatory paragraph included in the audit report? (Yes/No) 8. For internal control over financial reporting:				
		- a) were material weaknesses identified (Yes/No)?				
		- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)				
		9. Were any instance(s) of noncompliance material to the financial statements noted? (Yes/No)				
		10. Do you have any of the following disclosures in your financial statement? (See manual/help link for				
		definitions) (Yes/No): Going Concern, Contingent Liabilities, Reviews/Investigations, Debt Agreement Violation,				
		Timely Return to Title IV Programs				
		The following buttons are available to the user: Cancel, Save and Save & Proceed				
			SG06, SG07			
	Enter begin date <07/01/2002> and end date	Field accepts input	5600/5607			
793		· · · · · · · · · · · · · · · · · · ·	SG12			
	Select <yes> for "Is this information correct?" in the Review</yes>	Field accepts input				
794	Auditor Information section		SG12			
795	Select <yes> for "Are your Financial Statements in</yes>	Field accepts input	SG12			
795	accordance with GAAP?" Select <yes> for "Are your Financial Statements audited in</yes>	Field accepte input	DUIZ		<del> </del>	
	accordance with Government Auditing Standards?"	rieu accepio input				
796			SG12			
	Select opinion type <adverse> from Auditor Report</adverse>	Field accepts input				
797	opinion type dropdown box		SG12			
	Select <yes> for "Is a going concern explanatory paragraph</yes>	Field accepts input	arma.			
798	included in the audit report?"	End accepte input	SG12	<b> </b>		
790	Select <yes> for "were material weaknesses identified?"</yes>	Field accepts input	SG12			
795	Select <yes> for "were reportable conditions identified that</yes>	Field accepts input				
800	are not considered to be material weaknesses?"	·····q·· p·*	SG12			
	Select <yes> for "Were any instances of noncompliance</yes>	Field accepts input				
	material to the financial statements noted?"					
803			SG12			
802	Select <yes> for "Do you have the following disclosure in</yes>	Field accepts input	6012			
802	your financial statement: Going Concern?" Select <yes> for "Do you have the following disclosure in</yes>	Field accepts input	SG12		<del> </del>	
803	your financial statement: Contingent Liabilities?"	rea accepto input	SG12			
50.	Select <yes> for "Do you have the following disclosure in</yes>	Field accepts input				
804	your financial statement: Reviews/Investigations?"	• •	SG12			
	Select <yes> for "Do you have the following disclosure in</yes>	Field accepts input				
805	your financial statement: Debt Agreement Violation?"		arma.			
			SG12	i .	1	1

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
5	Select <yes> for "Do you have the following disclosure in</yes>					
806	our financial statement: Timely Return to Title IV		SG12			
	Select <yes> for "Do you have the following disclosure in</yes>	Field accepts input				
	notes: Income Recognition?"		SG12			
	Select "Save & Proceed" button	System displays the "Compliance Audit Information" page. The page contains top navigation: - eZ-Audit Home				
		- Help				
		- Logout				
		Left navigation consists of: - Financial Statements				
		- Compliance Audit				
		- Completeness Checklist				
		- Upload Attachments - Submit				
		The contents area of the page has the heading "Public Annual Submission Compliance Audit Information".				
		Immediately below the heading is the Institution name <public school=""> and OPEID <????????>. The School Name</public>				
		is also a hyperlink to the Institution's Profile Page. The page then contains the following questions/fields:				
		"You are currently viewing the Compliance Audit OPEID: ???????"				
		Our records indicate that this group contains the following OPEIDs:      Our records indicate that this group contains the following OPEIDs:				
		* If this information is incorrect, please contact the eZ-Audit Help desk at fsaezaudit@ed.gov  A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID,				
		Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each				
		Member School. The following Schools are listed				
1						
808		A T II and Trad Trad Trad Trad Trad Trad Trad Tra	SG11, SG36, SG39, SG40			
		2a. Indicate the Title IV program(s) in which your institution participates: (Checklist) FSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268				
		2b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No)				
		3. Indicate the Period Audited (MM/DD/YYYY)				
		- Begin Date: - End Date:				
		- Reason if Less than 1 Year:				
		4. Review Auditor Information:				
		- Records Indicate your Current Auditor Is: <pricewaterhouse 111111111=""> - Is this information correct? (Yes/No)</pricewaterhouse>				
		- Enter Auditor's TIN				
		5. Does this A-133 report contain any findings related to the FSA Title IV programs? (Yes/No).				
		Does the attached A-133 audit report indicate that this examination was conducted in accordance with:     Government Auditing Standards (Yes/No)				
		- OMB Circular A-133 (Yes/No)				
		7. Type of Auditor's Report Issued on Compliance for Major Programs (Title IV only)(Dropdown box)  - Unqualified, Qualified, Adverse, Disclaimer				
		8. For internal control over major programs:				
		- a) were material weaknesses identified? (Yes/No)				
		<ul> <li>- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)</li> <li>9. Were there audit findings in the previous year's A-133 report? (Yes/No)</li> </ul>				
		10. Does Institution utilize a Third Party Servicer? (Yes/No)				
		Buttons displayed are: Cancel, Save and Save & Proceed.				
809		Field accepts input	SG14			
810	Select <no> for Student Financial Aid Cluster audited as a</no>	Field accepts input	SG14			
1	najor program Enter begin date <07/01/2002> and end date	Field accepts input				
811	<07/01/2003>		SG14			
812	Select <yes> for "Is this information correct?" in the Review</yes>	Field accepts input	SG14			
		Field accepts input				
813			SG14			
	Select <yes> for "Does the attached audit indicate that the examination was conducted in accordance with</yes>	rieia accepts input				
814	Government Auditing Standards?"		SG14			
	Select <yes> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB</yes>	Field accepts input				
815	Circular A-133?"		SG14			
816	Select type of Auditor's Report as <unqualified></unqualified>	Field accepts input	SG14		-	
817	Select <yes> for "were material weaknesses identified?"</yes>	Field accepts input	SG14			
	Select <yes> for "were reportable conditions identified that</yes>	Field accepts input				
818	are not considered to be material weaknesses?"  Gelect <no> for "Were there audit findings in the previous</no>	Field accents input	SG14			
819	vear's A-133 report?"	ren accepto niput	SG14			
	Select <no> for "Does Institution utilize a Third Party</no>					
	Servicer?" Select "Save" button	The system redisplays the Compliance Audit Page				
824		✓OPEID> is displayed in the dropdown box	SG39			

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
	Repeat Steps 809-820		SG16			
	Select "Save & Proceed" button	System displays the "Checklist" page. The page contains top navigation:				
		- eZ-Audit Home - Help				
		- Logout				
		Left navigation consists of:				
		- Financial Statements				
		- Compliance Audit - Completeness Checklist				
		- Upload Attachments				
		- Submit				
		The contents area of the page has the heading "Public Annual Submission Checklist". Immediately below the				
		heading is the Institution name <public school=""> and OPEID <????????>. The School Name is also a hyperlink to the Institution's Profile Page.</public>				
		The page then contains two sections with the following headings:(1) Are the following items included in the				
		attachment of your A-133 report? and (2) Contact Information/Additional Notes.				
		Text labels displayed in Section 1 are:				
		- Statement of Financial Position - Statement of Activities				
		- Cash Flows Statement				
		- Notes to Financial Statements				
		- Independent Auditors Report				
		<ul> <li>Independent Auditors Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards</li> </ul>				
		Addit of Financial Statements Performed in Accordance with Government Additing Standards				
825			SG17			
825		Select Compliance Audit <opeid> (Dropdown box containing all OPEIDs of the School Group)</opeid>				+ -
		- Schedule of Expenditures of Federal Awards - Corrective Action Plan				
		- Corrective Action Flan '- Schedule of Findings & Questioned Costs				
		- Summary schedule of prior year audit findings				
		- Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal				
		Control Over Compliance in Accordance with OMB Circular A-133				
		Section (2), Contact Information/Additional Notes, contains:				
		- A Message displaying: "Please let us know who to contact with questions regarding this submission."				
		- Financial Statement Contact - Name				
		- Name - Email				
		- Compliance Audit Contact				
		- Name				
		- Email - Enter any additional notes (text box)				
		Buttons displayed on the page are: Cancel, Save and Save & Proceed.				
			SG19			
826	Select <no> for Statement of Financial Position</no>	Field accepts input	SG19			
827	Select <no> for Statement of Activities Select <yes> for Notes to Financial Statements</yes></no>	Field accepts input Field accepts input	SG19 SG19			
	Select <yes> for Schedule of Expenditures of Federal</yes>	Field accepts input				
	Awards	Field econts input	SG19 SG19			1
830	Select <yes> for Corrective Action Plan Select <yes> for Schedule of Findings and Questioned</yes></yes>	Field accepts input Field accepts input	5017			+
831	Costs		SG19			
822	Select <no> for Summary schedule of prior year audit findings</no>	Field accepts input	SG19			
833	Select <yes> for Independent Auditor's Report</yes>	Field accepts input	SG19		_	
	Select <yes> for Independent Auditors' Report on</yes>	Field accepts input				
	Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements					
	Performed in Accordance with Government Auditing					
834	Standards		SG19			
	Select <yes> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major</yes>	Field accepts input				
	Program and Internal Control Over Compliance in					
	Accordance with OMB Circular A-133	Tridd countries of	SG19			$\vdash$
836	Enter: "Ben Lopez" in Financial Statements Contact Name field	Field accepts input	SG19			
	Enter: "Ben@Lopez.com" in Financial Statements Contact	Field accepts input				
837	Email field Enter: "Kevin Rowland" in Compliance Audit Contact	Field accepts input	SG19			1
838	Name field	ried acceps input	SG19			

Enter: Kevine@Nowland.com* in Compliance Audit Comtae  Field accepts input  S0FEMD in the dropdown box  Repeat Steps 826-839  Select Save & Proceed* button  System displays the "Upload Attachment(s)" page. The page contains top navigation:  - Gr. Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission File Upload". Immediately below the heading is the Institution name "Public School" and O'PED " " " The Spot of Namual Submission on plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you filed the file.	
Select "Save" button   The system redisplays the Checkdist Page	
Select 'Save & Proceed' button  System displays the "Upload Attachment(s)" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit  The contents area of the page has the heading "Public Annual Submission File Upload". Immediately below the heading is the Institution name <public school=""> and OPEID <?????????>. The School Name is also a hyperlink to the Institution's Profile Page The page then contains the following text. As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you qual, such that is contained in the file.</public>	
Select "Save & Proceed" button   System displays the "Upload Attachment(s)" page. The page contains top navigation:   -2.^* Audit Home	
- eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit  The contents area of the page has the heading "Tublic Annual Submission File Upload". Immediately below the heading is the Institution name <public school=""> and OPEID <?????????>. The School Name is also a hyperlink to the Institution's Profile Page The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you updad, use the checkboxes to indicates what is contained in the file.</public>	
- Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission File Upload *. Immediately below the heading is the Institution name <public school=""> and OPEID <????????>&gt;. The School Name is also a hyperlink to the Institution's Profile Page The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicates what is contained in the file.</public>	
- Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit  The contents area of the page has the heading "Public Annual Submission File Upload". Immediately below the heading is the Institution name <public school=""> and OPEID <?????????>. The School Name is also a hyperlink to the Institution's Profile Page The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you qual, use the checkbooks to indicate what is contained in the file.</public>	
Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Upload Attachments - Submit The contents area of the page has the heading 'Public Annual Submission File Upload *. Immediately below the heading is the Institution name <public school=""> and OPEID <????????>. The School Name is also a hyperlink to the Institution's Profile Page The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkbooks to indicate what is contained in the file.</public>	
- Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission File Upload". Immediately below the heading is the Institution name < Public School's and OPEID ??????? . The School Name is also a hyperlink to the Institution's Profile Page The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicates what is contained in the file.	
- Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission File Upload ". Immediately below the heading is the Institution name <public school=""> and OPEID <????????>. The School Name is also a hyperlink to the Institution's Profile Page The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicates what is contained in the file.</public>	
- Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission File Upload". Immediately below the heading is the Institution name «Public School» and OPEID ?????? . The School Name is also a hyperlink to the Institution's Profile Page The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you quad, use the checkboxes to indicates what is contained in the file.	
- Submit The contents area of the page has the heading "Public Annual Submission File Upload". Immediately below the heading is the Institution name <public school=""> and OPEID <????????>. The School Name is also a hyperlink to the Institution's Profile Page The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fieldes below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicates what is contained in the file.</public>	
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the Institution's Profile Page The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you pload, use the checkboxes to indicate what is contained in the file.	
The page then contains the following text:  As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file.	
As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file.	
corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file.	
Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file.	
Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload	
times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing. All required fields	
are indicated with an asterisk. Selecting "All" satisfies all required fields.	
842	
Below the text there is a Select OPEID dropdown box. Below that are File field and Browse button; Checkboxes for Type (Audited Financial	
Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if	
applicable), and Other); and Add button.	
There are also Cancel, Save, and Save and Proceed buttons.	
843 Select "Browse" button System displays window that allows user to browse their computer and select a file to upload. 844 Select file to upload <a133p.pdf></a133p.pdf>	
Select 'Open' System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left	
845 of the "Browse" button.	
846 Select 'All' Field accepts input	
Select "Add" button  System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each	
847 file in the table is a Toelete' button.	
848 Select 'Save'' button The system displays the Upload Attachment page SG21, SG22	
Select OPEID ***TYTTTP* from the *Select OPEID**  *OPEID>** is displayed in the dropdown box  \$490 dropdown box  \$490 dropdown box	
69') aropuown oox  850' Select Fibrowse' button  System displays window that allows user to browse their computer and select a file to upload.	
SSI Select file to upload A (A)33P, pdf>	
Select "Open" System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left	
852 of the Browse button.	
853 Select "Compliance Audit" Field accepts input Select "Add" button System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows	
System recuspanys are Option Armania under unspanye at the containing and the state of the state	
854 file in the table is a "Delete" button. SG23	
Select "Save & Proceed" button System displays the "Submit" page.	
The page contains top navigation: eZ-Audit Home, Help, and Logout. Left navigation consists of Contains to the Contain Contains to the Contain	
- Financial Statements	
- Compliance Audit	
- Completeness Checklist	
- Upload Attachments - Submit	
- summt. The contents area of the page has the heading "Public Annual Submission Submit". Immediately below the	
the contents area on the page has the reading from Annual Stommson's shorting the state of the s	
hyperlink to the Institution's Profile Page.	
The page then contains the following text:	
*By selecting to submit, the information you have entered on these pages will be sent to the Department of Education	
Education.  If your institution is part of a school group, please note that the record is not transmitted to ED until all the	
members of the school group have completed their portion of the submission. For truther explanation, refer to the	
"Step-by-Step Guide to Using eZ-Audit".	
SG38, SG42, SG45	
55.36, 55.42, 55.43	1 1

Cton#	Action	Expected Results	Test Condition	Pass/Fail	Comments SIR #
Step#	Action	Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB	Test Condition	Passyran	Comments SIR #
		Circular A-133 as appropriate.			
		Once submitted, you will only have read access to the data.			
		REMINDER: OMB still requires submission of A-133 reports (public and non-profit institutions) to the Federal			
		Audit Clearinghouse.			
		By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system or	n		
		behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also			
		certify that, to the best of my knowledge and belief, all information in this submission is true and correct. I			
		understand that if the institution provides false or misleading information, (a) the U.S. Department of Education			
		may deny or seek to revoke the institution eligibility to participate in federal student financial aid programs and			
		(b) the institution may be liable for all federal student financial aid fund it or its students received. I also			
		understand that I may be subject to a fine or not more than \$25,000 or imprisonment of not more than five years, o	or Control of the Con		
	elect the "unconsolidated locator" and "unconsolidated m				
5	elect "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the heading:			
		Your portion of the Annual Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check. OPEID has not			
		vet submitted			
		Also displayed in the "Notifications" section is the following: Your portion of Fiscal Year End 07/01/2003 annual			
		submission was received on MM/DD/YYYY <today's date=""> at HH:MM:SS <time of="" submission="">.</time></today's>			
857		submission was received on while DD 11111 stoday's dates at 1111. Missission submissions.	SG26, SG44		
	elect the Logout link from the top navigation bar	System displays the Logout Page with a Login Page			
859 S	elect the Login link	System displays the eZ-Audit Home Page			
	Public School UC/C Member Submission				
E	nter username <unconsolidatedmember2> and password</unconsolidatedmember2>	Username is displayed in the username field.			
	Password1>	Password is displayed in the password field with *s			
		System presents the "Institution Home Page." The page contains top navigation:			
		- eZ-Audit Home			
		- Help			
		- Logout			
		The page also contains left navigation links with the headings:			
		Create Annual Submission			
		Other Submission			
	elect the "Login" button	Administration	SG29, SG13		
S	elect "Create FYE 07/01/2003 Annual Submission" link	System displays the "Compliance Audit Information" page. The page contains top navigation:			
		- eZ-Audit Home			
		- Help			
		- Logout			
		Left navigation consists of: - Compliance Audit			
		- Completeness Checklist			
		- Upload Attachments			
		- Opiodu Attachments			
		The contents area of the page has the heading "Public Annual Submission Compliance Audit Information".			
		Immediately below the heading is the Institution name <pre>Public School</pre> and OPEID ??????</pre . The School Name			
		is also a hyperlink to the Institution's Profile Page. The page then contains the following questions/fields:			
		is also a my permix to the institution's Frome Fage. The page their contains the following questions/ fields.			
		"You are currently viewing the Compliance Audit OPEID: ???????"			
		Our records indicate that this group contains the following OPEIDs:			
		* If this information is incorrect, please contact the eZ-Audit Help desk at fsaezaudit@ed.gov			
		A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID,			
		Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each			
		Member School. The following Schools are listed			
				1	
				1	
9/2			SG36, SG40		
862		2a Indicate the Title IV program(s) is which your institution portionates (Checklist)	30.00, 30.40	1	
		2a. Indicate the Title IV program(s) in which your institution participates: (Checklist)			
		FSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268 2b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No)		1	
		Was the Student Financial Aid Cluster audited as a major program? (Yes/No)     Indicate the Period Audited (MM/DD/YYYY)			
		- Begin Date:			
		- Begin Date: - End Date:			
		- End Date: - Reason if Less than 1 Year:			
		Review Auditor Information:			
		Records Indicate your Current Auditor Is: < Pricewaterhouse 111111111>		1	
		- Records indicate your current Auditor is: \ricewaternouse 111111117  - Is this information correct? (Yes/No)			
		- is this mformation correct? (1es/ No) - Enter Auditor's TIN			
		Does this A-133 report contain any findings related to the FSA Title IV programs? (Yes/No).			
		Does this A-133 report contain any minings related to the F3A Tritle IV programs: (1es/1vo).     Does the attached A-133 audit report indicate that this examination was conducted in accordance with:			
		- Government Auditing Standards (Yes/No)			
		- OMB Circular A-133 (Yes/No)			
		7. Type of Auditor's Report Issued on Compliance for Major Programs (Title IV only)(Dropdown box)			
863		- Unqualified, Qualified, Adverse, Disclaimer		1	
		and the state of t	-		

	Expected Results  8. For internal control over major programs:  - a) were material weaknesses identified? (Yes/No)  - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)  9. Were there audit findings in the previous year's A-133 report? (Yes/No)		Pass/Fail		
	- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)  9. Were there audit findings in the previous year's A-133 report? (Yes/No)				
	9. Were there audit findings in the previous year's A-133 report? (Yes/No)				
				Ì	
	10. Does Institution utilize a Third Party Servicer? (Yes/No)			I.	
	Buttons displayed are: Cancel, Save and Save & Proceed.			I.	
				<u> </u>	
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inancial Aid Cluster audited as a	Field accepts input			l .	
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J02> and end date	Field accepts input			l .	
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	Field accepts input	2015		l .	
		SG15		<b>+</b>	
33 report contain any findings?"	Field accepts input	2015		l .	
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		5G15		<b>+</b>	
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erial weaknesses identified?"	Field accepts input	ecs.		l .	
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tton	System displays the "Checklist" page. The page contains top payigation:				+
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a add add a add	ormation correct?" in the Review L. 13 report contain any findings?" attached audit indicate that the in accordance with Jards?" are contained with CMB ort as <unqualified> ortal weaknesses; identified?" rabble conditions identified that terial weaknesses? a audit findings in the previous tution utilize a Third Party ton</unqualified>	Transition correct?" in the Review Field accepts input  Transcordance with a coordance with in accordance with:  Teld accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Transital weaknesses identified?"  Field accepts input  Field acc	Fed accepts input   SGI5	District and table produced and the Review Field accepts input  To report creation any findings <sup>27</sup> Field accepts input  SGI5	CP2 and and date   Find a Accepts input   Sci15   Sc

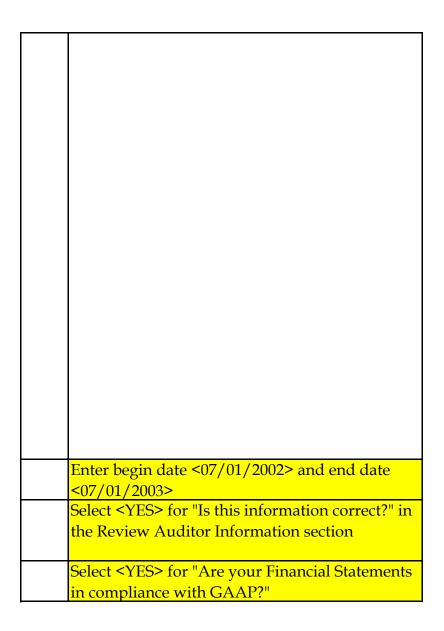
Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
Step#	Action	Select Compliance Audit <opeid> (Dropdown box containing all OPEIDs of the School Group)</opeid>	- Test Condition	1 dSS/FdII	Comments	31K #
		Companies radia. Or EID* (Diopulowii Dox Containing an Or EID5 or the School Group)				
		- Schedule of Expenditures of Federal Awards				
		- Corrective Action Plan				
		'- Schedule of Findings & Questioned Costs				
		- Summary schedule of prior year audit findings				
		- Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal				
		Control Over Compliance in Accordance with OMB Circular A-133				
		Section (2), Contact Information/Additional Notes, contains:				
		<ul> <li>- A Message displaying: "Please let us know who to contact with questions regarding this submission."</li> <li>- Financial Statement Contact</li> </ul>				
		- Pinancial Statement Contact - Name				
		- Email				
		- Compliance Audit Contact				
		- Name				
		- Email				
		- Enter any additional notes (text box)				
		Buttons displayed on the page are: Cancel, Save and Save & Proceed.				
879	Select <no> for Statement of Financial Position</no>	Field accepts input				
880	Select <no> for Statement of Activities</no>	Field accepts input		<u></u>		
881	Select <no> for Notes to Financial Statements</no>	Field accepts input				
	Select <yes> for Schedule of Expenditures of Federal</yes>	Field accepts input				
882	Awards					
883	Select <yes> for Corrective Action Plan</yes>	Field accepts input				
884	Select <yes> for Schedule of Findings and Questioned Costs</yes>	Field accepts input				
884	Select <no> for Summary schedule of prior year audit</no>	Field accepts input				
885	findings	rieid accepts input				
000	Select <yes> for Independent Auditor's Report</yes>	Field accepts input				
	Select <yes> for Independent Auditors' Report on</yes>	Field accepts input				
	Compliance and on Internal Control Over Financial					
	Reporting Based on an Audit of Financial Statements					
	Performed in Accordance with Government Auditing					
887	Standards					
	Select <yes> for Independent Auditors' Report on</yes>	Field accepts input				
	Compliance with Requirements Applicable to Each Major					
888	Program and Internal Control Over Compliance in Accordance with OMB Circular A-133					
000	Enter: "Ben Lopez" in Financial Statements Contact Name	Field accepts input				
889	field	Tield decepts input				
	Enter: "Ben@Lopez.com" in Financial Statements Contact	Field accepts input				
890	Email field					
	Enter: "Kevin Rowland" in Compliance Audit Contact	Field accepts input				
891	Name field					
000	Enter: "Kevin@Rowland.com" in Compliance Audit Contac	t Field accepts input				
892	Email field Select "Save & Proceed" button	System displays the "Upload Attachment(s)" page. The page contains top navigation:				
1 1	Select Save & F100000 Dutton	- eZ-Audit Home				
		- Help				
		- Logout				
		Left navigation consists of:				
		- Compliance Audit				
		- Completeness Checklist				
		- Upload Attachments				
		- Submit				
		The contents area of the page has the heading "Public Annual Submission File Upload ". Immediately below the				
		heading is the Institution name <public school=""> and OPEID <????????>. The School Name is also a hyperlink to</public>				
		the Institution's Profile Page				
		The page then contains the following text:				
		As part of your Annual Submission, you must include an electronic copy of your complete A-133 report and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the				
		Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file.				
		Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload				
		times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing. All required fields				
		are indicated with an asterisk. Selecting "All" satisfies all required fields.				
		·				
893						
893		Below the text there is a Select OPEID dropdown box.				
		Below that are File field and Browse button; Checkboxes for Type (Audited Financial				
		Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if				
		applicable), and Other); and Add button.				
		There are also Cancel, Save, and Save and Proceed buttons.				

Step# Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR#
894 Select "Browse" button	System displays window that allows user to browse their computer and select a file to upload.				
895 Select file to upload <a133p.pdf></a133p.pdf>					
Select "Open"	System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left				
896	of the "Browse" button.				
897 Select "All"	Field accepts input				
Select "Add" button	System re-displays the "Upload Attachment(s)" page with an error message that members cannot submit all				
898	SG24				
899 Select "Compliance Audit" and De-select "All"	Field accepts input				
Select "Save & Proceed" button	System displays the "Submit" page.  The page contains top navigation: eZ-Audit Home, Help, and Logout.  Left navigation consists of:  - Compliance Audit - Completeness Checklist - Upload Attachments - Submit:  The contents area of the page has the heading "Public Annual Submission Submit". Immediately below the heading is the Institution name <international college=""> and OPEID &lt;03037500&gt;. The School Name is also a hyperlink to the Institution's Profile Page.  The page then contains the following text:  "By selecting to submit, the information you have entered on these pages will be sent to the Department of Education.  If your institution is part of a school group, please note that the record is not transmitted to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-by-Step Guide to Using eZ-Audit".</international>				
	SG46				
900					
	Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate.  Once submitted, you will only have read access to the data.  REMINDER: OMB still requires submission of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse.  By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the best of my knowledge and belief, all information in this submission is true and correct. I understand that if the institution provides false or misleading information, (a) the U.S. Department of Education may demy or seek to revoke the institution eligibility to participate in federal student financial aid programs and (b) the institution may be liable for all federal student financial aid fund it or its students received. I also understand that I may be subject to a fine or not more than 555,000 or imprisonment of not more than five years, or				
901 Select the "Select All" checkbox	The Select All checkbox is checked				
Select "Submit to ED" button 902	System displays an error message that a member school may not submit for all Institutions of a School Group				
903 "Select All"	lect the The checkbox next to OPEID ??????? is checked</td <td></td> <td></td> <td></td> <td></td>				
Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the Notification heading:				
904	Your have submitted your portion of the Annual Submission. SG43				
905 Select the Logout link from the top navigation bar	The system displays the Logout page with a hyperlink to the Login Page				
906 Select the Login link	The system displays the eZ-Audit Login Page				

Script Name Description Created By Tested By Date Tested

	Date Tested
	Prerequisites
	Use Cases Covered
Step#	Action
1	Click to open Internet Browser
	Enter eZ-Audit application link into browser:
	<a href="https://dev.ezaudit.ed.gov:8571/EZ3WebApp">https://dev.ezaudit.ed.gov:8571/EZ3WebApp</a>
	/login.jsp>.
2	
	Proprietary Consolidated/Consolidated School
	Group Submission
	Enter username <consolidatedschool> and</consolidatedschool>
3	password <password1></password1>
	Select the "Login" button

5	Select the "Create Annual Submission" Link



	Calact VECS for "Are your Financial Statements
	Select <yes> for "Are your Financial Statements</yes>
	in compliance with Government Auditing
	Standards?"
	Select opinion type <adverse></adverse>
	Enter <90> for the "90/10 Revenue Attestatation
	Percentage" for OPEID <consolidated locator=""></consolidated>
	Enter <90> for the "90/10 Revenue Attestatation
	Percentage" for OPEID < consolidated member>
	O .
	Select <no> for "Do you have the following</no>
	disclosure in financial statement: Going
	Concern?"
	Select <no> for "Do you have the following</no>
	disclosure in financial statement: Contingent
	Liabilities?"
	Select <no> for "Do you have the following</no>
	disclosure in financial statement: Debt
	Agreement Violation?"
	Select <no> for "Do you have the following</no>
	disclosure in financial statement: ED
	Compliance Issue?"
	Select <no> for "Do you have the following</no>
	disclosure in financial statement: Revenue
<u> </u>	Recognition (prorata)?"

	Select <no> for "Do you have the following disclosure in financial statement: Late Refunds?"</no>
	Select "Save and Proceed" button
	Enter Cash and Cash Equivalents <9431>
	Enter Accounts Receivable - Student <14265>
	Enter Accounts Receivable - Employees <0>
	Enter Accounts Receivable - Related Parties, Secured <0>
	Enter Accounts Receivable - Related Parties, Unsecured <0>
	Enter Accounts Receivable - Other <0>
	Enter Allowance for Doubtful Accounts <0>
	Enter Prepaid Expenses <0>
	Enter Inventories <350>
	Enter Note Receivable - Related Parties, Secured <0>
	Enter Note Receivable - Related Parties, Unsecured <0>
	Enter Note Receivable - Other<0>
	Enter Investments (current) <0>
	Enter Deferred Advertising <0>
	Enter Deferred Income Tax - Current <0>
	Enter Other Current Assets <0>
L	

	Enter Property and Equipment, including
	capitalized lease assets <149265>
	Enter Accumulated Depreciation <17757>
	Enter Intangible Assets (excluding Goodwill), net
	of amortization <0>
	Enter Goodwill, net <0>
	Enter Investments <0>
	Enter Note Receivable - Related Parties, Secured
	<0>
	Enter Note Receivable - Related Parties,
	Unsecured <0>
	Enter Note Receivable - Other<0>
	Enter Deferred Income Tax - Non-Current <0>
	Enter Other Assets <0>
	Enter Accounts Payable <0>
	Enter Refunds Payable <0>
	Enter Student Deposits & Advances <0>
	Enter Accrued Expenses <1778>
	Enter Current Portion of Long Term Debt <0>
	Enter Deferred Tuition <21394>
	Enter Deferred Taxes - Current <0>
	Enter Line of Credit <0>
	Enter Current Portion of Capital Lease
	Obligations <0>
	Enter Other Current Liabilities <0>
	Enter Long-Term Debt, net of current portion
	<0>
	Enter Deferred taxes - Non-Current <0>
	Enter Capital Lease Obligations <0>
	Enter Deferred Compensation <0>
	Enter Annuities Payable <0>
	Enter Post Employment & Retirement Benefits
	<0>
	Enter Other Liabilities <0>
	Enter Contributed Capital <132382>
	Enter Retained Earnings <0>
	Enter Common Stock <0>
	Enter Preferred Stock <0>
	Enter Paid in Capital Excess of Par <0>
L	Eliter I aid ill Capital Enecoo of I al 10

Enter Unrealized Gain (Loss) on Marketable
Securities <0>
Enter Comprehensive Income (Loss) <0>
Enter Treasury Stock <0>
Select "Calculate" button
Select "Save & Proceed" button
Serve a Proceed Patton
Enter Revenue <0>
Enter Tuition & Fees <117843>
Enter Other <0>
Enter Non-Operating Income <0>
Enter Gains on Sale of Investments, net of losses
<0>
Enter Interest Income <0>
Enter Other <0>
Enter Other <0> Enter Cost of Goods Sold <8442>
Enter Salaries Expense <51229>
Enter Rent Expense <1488>
Enter Insurance Expense <1530>
Enter Administrative Expenses <0>
Enter Depreciation & Amortization Expense
<8451>
 Enter Interest Expense <0>
Enter Bad Debt Expense <0>
Enter Marketing <0>
 Enter Recruiting <0>
 Enter Other Expenses <29284>
 Enter Provision for Income Taxes <0>
Enter Extraordinary Gain (Loss), net of taxes <0>
Enter Gain (Loss) from Discontinued Operations,
net of taxes <0>
Enter Gain (Loss) from Change in Accounting
Principle, net of taxes <0>
Enter Retained Earnings, beginning of year
<104991>

Enter Gain (Loss) from Correction of an Error,
net of tax <0>
Enter Distribution to Shareholders <1>
Select "Calculate" button
Select "Save & Proceed" button
Enter Net Cash Provided by (Used in) Operating
Activities <11690>
Enter Net Cash Provided by (Used in) Investing
Activities <-17571>
Enter Net Cash Provided by (Used in) Financing
Activities <9972>
Enter Cash and Cash Equivalents at Beginning of
Year <5340>
Select "Calculate" button

	Select "Save & Proceed" button
	Select programs audited <pell, fseog,="" fws,<="" td=""></pell,>
	FFELP> and closeout programs <none></none>
	TIEBL did closeout programs worker
<u> </u>	Enter hearing date x07/01/2002s 1 1 1 1
	Enter begin date <07/01/2002> and end date
	<07/01/2003>
	Select <yes> for "Is this information correct?" in</yes>
	the Review Auditor Information section.
	The rest of the state of the st

Select <yes> for "Does audit contain any</yes>
findings?"
Select <no> for "Pell Adjustments"</no>
Select <no> for "Student Eligibility"</no>
Select <no> for "Disbursements"</no>
Select <no> for "Refunds"</no>
Select <yes> for "Does the attached audit</yes>
indicate that the examination was conducted in
accordance with: GAGAS?"
Select <yes> for "Does the attached audit</yes>
indicate that the examination was conducted in
accordance with: Audit Guide"
Select opinion type <unqualified></unqualified>
Select <no> for "Were there audit findings in</no>
the previous year's audit?"
Select <no> for "Does Institution utilize a Third-</no>
Party Servicer
Select <yes> for all options in item #10 "Does</yes>
theregarding:"
Select the "Save" button
Select the <consolidatedmember> school link</consolidatedmember>
from the grid at the top of the page
Repeat Steps
Select "Save & Proceed" button

Select <yes> for all Checklist items except for</yes>
"Servicer Information Sheet"
Select <no> for "Servicer Information Sheet"</no>
Enter <mr. bassman=""> for both Name items in the</mr.>
Contact Information section
Enter <fish@hotmail.com> for both Email items</fish@hotmail.com>
in the Contact Information section
Select the "Save" button

Select OPEID ?????? from the "Select
Compliance Audit" dropdown box
Repeat Steps
Select "Save & Proceed" button
Select "Browse" button
Select browse button
Select file to upload <initial.pdf></initial.pdf>
Select "Open"
ocicci Open
Select "All"
Select "Add" button
 1

•
Select the "Save" button
Select OPEID ?????? from the "Select OPEID"
dropdown box
Select "Browse" button
Select file to upload <initial.pdf></initial.pdf>
Select "Open"
Select "Compliance Audit"
Select "Add" button
Select "Save & Proceed" button
Select the "Select All" checkbox
Select "Submit to ED" button
beleet submit to EB sutten
Soloct the Logarit link from the ten newigation
Select the Logout link from the top navigation
bar Salast the Login link
 Select the Login link
Proprietary Unconsolidated Locator School
Submission

Enter username <unconsolidatedlocator> and</unconsolidatedlocator>
password <password1></password1>
Select the "Login" button
Select the "Create Annual Submission" Link
Enter begin date <07/01/2002> and end date <07/01/2003>
Select <yes> for "Is this information correct?" in the Review Auditor Information section</yes>
Select <yes> for "Are your Financial Statements in compliance with GAAP?"</yes>
Select <yes> for "Are your Financial Statements in compliance with Government Auditing Standards?"</yes>
Select opinion type <adverse></adverse>
Enter <90> for the "90/10 Revenue Attestatation Percentage" for each OPEID

Select	<no> for "Do you have the following</no>
	sure in financial statement: Going
Conce	
	<no> for "Do you have the following</no>
	sure in financial statement: Contingent
Liabili	_
	<no> for "Do you have the following</no>
	sure in financial statement: Debt
Agree	ment Violation?"
	<no> for "Do you have the following</no>
	sure in financial statement: ED
Comp	liance Issue?"
	<no> for "Do you have the following</no>
	sure in financial statement: Revenue
	nition (prorata)?"
	<no> for "Do you have the following</no>
	sure in financial statement: Late Refunds?"
Select	"Save and Proceed" button
<b>Enter</b>	Cash and Cash Equivalents <9431>
Enter	Accounts Receivable - Student <14265>
	Accounts Receivable - Employees <0>
Enter	Accounts Receivable - Related Parties,
	ed <0>
Enter	Accounts Receivable - Related Parties,
	ured <0>
	Accounts Receivable - Other <0>
<b>Enter</b>	Allowance for Doubtful Accounts <0>
<b>Enter</b>	Prepaid Expenses <0>
	Inventories <350>
Enter	Note Receivable - Related Parties, Secured
<0>	
Enter	Note Receivable - Related Parties,

Enter Note Receivable - Other<0>
Enter Investments (current) <0>
Enter Deferred Advertising <0>
Enter Deferred Income Tax - Current <0>
Enter Other Current Assets <0>
Enter Property and Equipment, including
capitalized lease assets <149265>
Enter Accumulated Depreciation <17757>
Enter Intangible Assets (excluding Goodwill), net
of amortization <0>
Enter Goodwill, net <0>
Enter Investments <0>
Enter Note Receivable - Related Parties, Secured
<0>
Enter Note Receivable - Related Parties,
Unsecured <0>
Enter Note Receivable - Other<0>
Enter Deferred Income Tax - Non-Current <0>
Enter Bereited medite raw Tron Carrent 100
Enter Other Assets <0>
Enter Accounts Payable <0>
Enter Refunds Payable <0>
Enter Student Deposits & Advances <0>
Enter Accrued Expenses <1778>
Enter Current Portion of Long Term Debt <0>
Enter Deferred Tuition <21394>
Enter Deferred Taxes - Current <0>
Enter Line of Credit <0>
Enter Current Portion of Capital Lease
Obligations <0>
Enter Other Current Liabilities <0>
Enter Long-Term Debt, net of current portion
<0>
Enter Deferred taxes - Non-Current <0>
Enter Capital Lease Obligations <0>
Enter Deferred Compensation <0>
Enter Annuities Payable <0>
Enter Post Employment & Retirement Benefits
<0>
Enter Other Liabilities <0>
Enter Contributed Capital <132382>

Enter Retained Earnings <0>
Enter Common Stock <0>
Enter Preferred Stock <0>
Enter Paid in Capital Excess of Par <0>
Enter Unrealized Gain (Loss) on Marketable
Securities <0>
Enter Comprehensive Income (Loss) <0>
Enter Treasury Stock <0>
Select "Calculate" button
Select Calculate Batton
Select "Save & Proceed" button
Select Save & Froceed button
Enter Revenue <0>
Enter Tuition & Fees <117843>
Enter Other <0>
Enter Non-Operating Income <0>
Enter Gains on Sale of Investments, net of losses
<0>
Enter Interest Income <0>
Enter Other <0>
Enter Cost of Goods Sold <8442>
Enter Salaries Expense <51229>
Enter Rent Expense <1488>
Enter Insurance Expense <1530>
Enter Administrative Expenses <0>
Enter Depreciation & Amortization Expense
<8451>
Enter Interest Expense <0>
Enter Bad Debt Expense <0>
Enter Marketing <0>
Enter Recruiting <0>
Enter Other Expenses <29284>
Enter Provision for Income Taxes <0>
Enter Extraordinary Gain (Loss), net of taxes <0>
Enter Gain (Loss) from Discontinued Operations,
net of taxes <0>
 ,

Principle, net of taxes <0> Enter Retained Earnings, beginning of year <104991> Enter Gain (Loss) from Correction of an Error, net of tax <0> Enter Distribution to Shareholders <1> Select "Calculate" button  Select "Save & Proceed" button  Enter Net Cash Provided by (Used in) Operatin Activities <11690> Enter Net Cash Provided by (Used in) Investing Activities <-17571> Enter Net Cash Provided by (Used in) Financing Activities <9972> Enter Cash and Cash Equivalents at Beginning of Year <5340> Select "Calculate" button	Entor Coin (Loss) from Change in Assounting
Enter Retained Earnings, beginning of year <104991> Enter Gain (Loss) from Correction of an Error, net of tax <0> Enter Distribution to Shareholders <1> Select "Calculate" button  Select "Save & Proceed" button  Enter Net Cash Provided by (Used in) Operating Activities <11690> Enter Net Cash Provided by (Used in) Investing Activities <-17571> Enter Net Cash Provided by (Used in) Financing Activities <9972> Enter Cash and Cash Equivalents at Beginning of Year <5340>  Select "Calculate" button	Enter Gain (Loss) from Change in Accounting
Enter Gain (Loss) from Correction of an Error, net of tax <0> Enter Distribution to Shareholders <1> Select "Calculate" button Select "Save & Proceed" button Enter Net Cash Provided by (Used in) Operatin Activities <11690> Enter Net Cash Provided by (Used in) Investing Activities <-17571> Enter Net Cash Provided by (Used in) Financing Activities <9972> Enter Cash and Cash Equivalents at Beginning of Year <5340> Select "Calculate" button	
Enter Gain (Loss) from Correction of an Error, net of tax <0> Enter Distribution to Shareholders <1> Select "Calculate" button  Select "Save & Proceed" button  Enter Net Cash Provided by (Used in) Operatin Activities <11690> Enter Net Cash Provided by (Used in) Investing Activities <-17571> Enter Net Cash Provided by (Used in) Financing Activities <9972> Enter Cash and Cash Equivalents at Beginning of Year <5340> Select "Calculate" button	
Enter Distribution to Shareholders <1> Select "Calculate" button  Select "Save & Proceed" button  Enter Net Cash Provided by (Used in) Operatin Activities <11690> Enter Net Cash Provided by (Used in) Investing Activities <-17571> Enter Net Cash Provided by (Used in) Financing Activities <9972> Enter Cash and Cash Equivalents at Beginning of Year <5340> Select "Calculate" button	
Enter Distribution to Shareholders <1> Select "Calculate" button  Select "Save & Proceed" button  Enter Net Cash Provided by (Used in) Operatin Activities <11690> Enter Net Cash Provided by (Used in) Investing Activities <-17571> Enter Net Cash Provided by (Used in) Financing Activities <9972> Enter Cash and Cash Equivalents at Beginning of Year <5340> Select "Calculate" button	
Select "Calculate" button  Select "Save & Proceed" button  Enter Net Cash Provided by (Used in) Operatin Activities <11690> Enter Net Cash Provided by (Used in) Investing Activities <-17571> Enter Net Cash Provided by (Used in) Financing Activities <9972> Enter Cash and Cash Equivalents at Beginning of Year <5340> Select "Calculate" button	
Select "Save & Proceed" button  Enter Net Cash Provided by (Used in) Operating Activities <11690>  Enter Net Cash Provided by (Used in) Investing Activities <-17571>  Enter Net Cash Provided by (Used in) Financing Activities <9972>  Enter Cash and Cash Equivalents at Beginning of Year <5340>  Select "Calculate" button	
Enter Net Cash Provided by (Used in) Operating Activities <11690>  Enter Net Cash Provided by (Used in) Investing Activities <-17571>  Enter Net Cash Provided by (Used in) Financing Activities <9972>  Enter Cash and Cash Equivalents at Beginning of Year <5340>  Select "Calculate" button	Select "Calculate" button
Enter Net Cash Provided by (Used in) Operating Activities <11690>  Enter Net Cash Provided by (Used in) Investing Activities <-17571>  Enter Net Cash Provided by (Used in) Financing Activities <9972>  Enter Cash and Cash Equivalents at Beginning of Year <5340>  Select "Calculate" button	
Enter Net Cash Provided by (Used in) Operating Activities <11690>  Enter Net Cash Provided by (Used in) Investing Activities <-17571>  Enter Net Cash Provided by (Used in) Financing Activities <9972>  Enter Cash and Cash Equivalents at Beginning of Year <5340>  Select "Calculate" button	
Enter Net Cash Provided by (Used in) Operating Activities <11690>  Enter Net Cash Provided by (Used in) Investing Activities <-17571>  Enter Net Cash Provided by (Used in) Financing Activities <9972>  Enter Cash and Cash Equivalents at Beginning of Year <5340>  Select "Calculate" button	
Enter Net Cash Provided by (Used in) Operating Activities <11690>  Enter Net Cash Provided by (Used in) Investing Activities <-17571>  Enter Net Cash Provided by (Used in) Financing Activities <9972>  Enter Cash and Cash Equivalents at Beginning of Year <5340>  Select "Calculate" button	
Enter Net Cash Provided by (Used in) Operating Activities <11690>  Enter Net Cash Provided by (Used in) Investing Activities <-17571>  Enter Net Cash Provided by (Used in) Financing Activities <9972>  Enter Cash and Cash Equivalents at Beginning of Year <5340>  Select "Calculate" button	
Activities <11690> Enter Net Cash Provided by (Used in) Investing Activities <-17571> Enter Net Cash Provided by (Used in) Financing Activities <9972> Enter Cash and Cash Equivalents at Beginning of Year <5340> Select "Calculate" button	Select "Save & Proceed" button
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Activities <11690> Enter Net Cash Provided by (Used in) Investing Activities <-17571> Enter Net Cash Provided by (Used in) Financing Activities <9972> Enter Cash and Cash Equivalents at Beginning of Year <5340> Select "Calculate" button	
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Enter Net Cash Provided by (Used in) Investing Activities <-17571> Enter Net Cash Provided by (Used in) Financing Activities <9972> Enter Cash and Cash Equivalents at Beginning of Year <5340> Select "Calculate" button	
Activities <-17571> Enter Net Cash Provided by (Used in) Financing Activities <9972> Enter Cash and Cash Equivalents at Beginning of Year <5340> Select "Calculate" button	
Enter Net Cash Provided by (Used in) Financing Activities <9972> Enter Cash and Cash Equivalents at Beginning of Year <5340> Select "Calculate" button	
Activities <9972> Enter Cash and Cash Equivalents at Beginning of Year <5340> Select "Calculate" button	
Enter Cash and Cash Equivalents at Beginning of Year <5340> Select "Calculate" button	
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	Select "Save & Proceed" button

	Select programs audited <pell, fseog,="" fws,<="" th=""></pell,>
	FFELP> and closeout programs <none></none>
	Tien and croseout programs Tierie
]	Enter begin date <07/01/2002> and end date
	<07/01/2003>
	Select <yes> for "Is this information correct?" in</yes>
	the Review Auditor Information section.
9	Select <yes> for "Does audit contain any</yes>
	findings?"
S	Select <no> for "Pell Adjustments"</no>
	Select <no> for "Student Eligibility"</no>
9	Select <no> for "Disbursements"</no>
5	Select <no> for "Refunds"</no>
5	Select <yes> for "Does the attached audit</yes>
i	indicate that the examination was conducted in
a	accordance with: GAGAS?"
	Select <yes> for "Does the attached audit</yes>
i	indicate that the examination was conducted in
	accordance with: Audit Guide"
	Select opinion type <unqualified></unqualified>
	Select <no> for "Were there audit findings in</no>
t	the previous year's audit?"
	Select <no> for "Does Institution utilize a Third-</no>
	Party Servicer
	Select <yes> for all options in item #10 "Does</yes>
	theregarding:"
	Select the "Save" button
	Select the <unconsolidatedmember1> school link</unconsolidatedmember1>
	from the grid at the top of the page
<u>]</u>	Repeat Steps

	C 1 . IIC A D 1II 1
	Select "Save & Proceed" button
	0.1
	Select <yes> for all Checklist items except for</yes>
	"Servicer Information Sheet"
	Select <no> for "Servicer Information Sheet"</no>
	Enter <mr. bassman=""> for both Name items in the</mr.>
	Contact Information section
	Enter <fish@hotmail.com> for both Email items</fish@hotmail.com>
	in the Contact Information section
	Select the "Save" button
-	
	Select OPEID ?????? from the "Select
	Compliance Audit" dropdown box
	Repeat Steps

C-1(   C    D    1   1   1
Select "Save & Proceed" button
Select "Browse" button
Select file to upload <initial.pdf></initial.pdf>
Select "Open"
coloct open
Select "All"
Select "Add" button
ociect rad button
Select the "Save" button
Select OPEID ?????? from the "Select OPEID"
dropdown box
Select "Browse" button
Select file to upload <initial.pdf></initial.pdf>
Select "Open"
Colect Open
Select "Compliance Audit"
Select "Add" button

	C 1 (   C
	Select "Save & Proceed" button
	Select the checkboxes next to OPEIDs
	<unconsolidated locator=""> and <unconsolidated< td=""></unconsolidated<></unconsolidated>
	member1>
	Select "Submit to ED" button
	Select Submit to ED button
	Select the Logout link from the top navigation
	bar
	Select the Login link
	Unconsolidated Member School Submission
	Enter username <unconsolidatedmember> and</unconsolidatedmember>
	password < Password1>
	Soloot the "Login" button
1	Select the "Login" button

	Select the "Create Annual Submission" Link
	Select the Create Annual Submission Enix
	Select programs audited <pell, fseog,="" fws,<="" th=""></pell,>
	FFELP> and closeout programs <none></none>
	Enter begin date <07/01/2002> and end date
	<07/01/2003>
	Select <yes> for "Is this information correct?" in</yes>
	the Review Auditor Information section.
	Select <yes> for "Does audit contain any</yes>
	findings?"
	Select <no> for "Pell Adjustments"</no>
	Select <no> for "Student Eligibility"</no>
	Select <no> for "Disbursements"</no>
	Select <no> for "Refunds"</no>
	Select <yes> for "Does the attached audit</yes>
	indicate that the examination was conducted in
-	accordance with: GAGAS?"
	Select <yes> for "Does the attached audit</yes>
	indicate that the examination was conducted in
	accordance with: Audit Guide"
	Select opinion type <unqualified></unqualified>
	Select <no> for "Were there audit findings in</no>
	the previous year's audit?"
	Select <no> for "Does Institution utilize a Third-</no>
	Party Servicer
	Select <yes> for all options in item #10 "Does</yes>
	theregarding:"
	0 0.

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Select "Save & Proceed" button
C. 1 + A/ECS ( 11.CL 112.4.2.
Select <yes> for all Checklist items except for</yes>
"Servicer Information Sheet"
Select <no> for "Servicer Information Sheet"</no>
Enter <mr. bassman=""> for both Name items in the</mr.>
 Contact Information section
Enter <fish@hotmail.com> for both Email items</fish@hotmail.com>
in the Contact Information section

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	Select "Save & Proceed" button
	C-1
	Select "Browse" button
	Select file to upload <initial.pdf></initial.pdf>
	Select "Open"
	Defect Open
	Select "All"
	Select "Add" button
	Colort    Commission on Acadit    do colort    A11
	Select "Compliance Audit," de-select "All"
	Select "Add" button
	Select "Save & Proceed" button
	Select the "Select All" checkbox
R-	

	Select "Submit to ED" button
	Select Submit to LD Dutton
	Select the checkbox next to OPEID ?????? , de-
	select the "Select All"
	Select "Submit to ED" button
	Select the Logout link from the top navigation
	bar
	Select the Login link
	Checking the Locator Home Page
	Enter username <unconsolidatedlocator> and</unconsolidatedlocator>
	password <password1></password1>
-	Select the "Login" button
	Select the Logout link from the top navigation
	bar
	Select the Login link
	Checking the QC
	Enter username <pscree03> and password</pscree03>
	<password1></password1>
	Select the "Login" button
	Survey the "Pending QC Review" and verify that there is
	only one Consolidated Financial Statement for the
	Consolidated/Unconsolidated School Group

Survey the "Pending QC Review" and verify that there is a
Compliance Audit for each School in the Consolidated/Unconsolidated School Group
Select the Annual Financial Statement for <unconsolidated locator=""> by selecting the School Name in the "Pending QC Review" queue</unconsolidated>
·
Select the <yes> button for the first question, "Validate PDFs"</yes>
Select <yes> for "Were the Financial Statement questions answered correctly?"</yes>
Select <yes> for "Does the checklist contain valid answers?"</yes>
Select <yes> for "Are all required documents attached?"</yes>
Select <yes> for "Are all required attachments properly presented?"</yes>
Select <complete> for "Completeness Status"</complete>
Select the "Submit" button from the bottom of the page
Select the Annual Financial Statement for <unconsolidated locator=""> by selecting the School Name in the "Pending QC"</unconsolidated>
Approval" queue
Select the "Submit" button from the bottom of the page

Select the Annual Compliance for <unconsolidated Locator&gt; by selecting the School Name in the "Pending QC Review" queue</unconsolidated 
·
Select the <yes> button for the first question, "Validate PDFs"</yes>
Select <yes> for "Were the Compliance Audit questions answered correctly?"</yes>
Select <yes> for "Does the checklist contain valid answers?"</yes>
Select <yes> for "Are all required documents attached?"</yes>
Select <yes> for "Are all required attachments properly presented?"</yes>
Select <complete> for "Completeness Status"</complete>
Select the "Submit" button from the bottom of the page
Select the Annual Compliance for <unconsolidated locator=""> by selecting the School Name in the "Pending QC Approval" queue</unconsolidated>
Select the "Submit" button from the bottom of the page

Select the Annual Compliance for <unconsolidated member1=""> by selecting the School Name in the "Pending QC Review" queue</unconsolidated>
QO NONEW quode
Select the <yes> button for the first question, "Validate PDFs"</yes>
Select <yes> for "Were the Compliance Audit questions answered correctly?"</yes>
Select <yes> for "Does the checklist contain valid answers?"</yes>
Select <yes> for "Are all required documents attached?"</yes>
Select <yes> for "Are all required attachments properly presented?"</yes>
Select <complete> for "Completeness Status"</complete>
Select the "Submit" button from the bottom of the page
Select the Annual Compliance for <unconsolidated member1=""> by selecting the School Name in the "Pending QC Approval" queue</unconsolidated>
Select the "Submit" button from the bottom of the page

Select the Annual Compliance for <unconsolidated member2=""> by selecting the School Name in the "Pending QC Review" queue</unconsolidated>
Select the <no> button for the first question, "Validate PDFs", and select "Audited Compliance Audit" from the Listbox</no>
Scroll to the bottom of the page and select the "Save Button"  Scroll to the bottom of the page, select the "Incomplete" option from "Decision/Outcome", and select the "Submit" button  Select the "Accept" button from the bottom of the page Select the Annual Compliance for <unconsolidated< td=""></unconsolidated<>
member2> by selecting the School Name in the "Pending QC Approval" queue  Select the "Submit" button from the bottom of the page Select the Logout link from the top navigation bar  Select the Login link  Checking a Resubmit link for UC Locator  Enter username <unconsolidatedlocator> and</unconsolidatedlocator>
password <password1></password1>

Select the "Login" button
Soloot the "Decubrait Annual Submission" link on the left
Select the "Resubmit Annual Submission" link on the left navigation bar
navigation bai
 Select the "Submit" link from the left navigation bar
Select the checkboxes next to OPEIDs
<unconsolidated locator=""> and <unconsolidated< td=""></unconsolidated<></unconsolidated>
 member1>
Select "Submit to ED" button
Select the Logout link from the top navigation
bar
Select the Login link
Checking a Resubmit link for UC Member
Chothing a recognition of Monton

Enter username <unconsolidatedmember2> and</unconsolidatedmember2>
password <password1></password1>
Select the "Login" button
3
Select the "Resubmit Annual Submission" link on the left
navigation bar
Select the "Submit" link from the left navigation bar
Select the checkbox next to OPEID
<unconsolidated member2=""></unconsolidated>
Select "Submit to ED" button
Select the Logout link from the top navigation
bar
Select the Login link
QC'ing the Resubmitted Annual Submission
Enter username <pscree03> and password</pscree03>
<pre><password1></password1></pre>

Select the "Login" button
Repeat Steps
Select the <yes> button for the first question, "Validate PDFs"</yes>
Select <yes> for "Were the Compliance Audit questions</yes>
answered correctly?"
Select <yes> for "Does the checklist contain valid</yes>
answers?"
Select <yes> for "Are all required documents attached?"</yes>
Select <yes> for "Are all required attachments properly</yes>
presented?"
Select <complete> for "Completeness Status"</complete>
Select the "Submit" button from the bottom of the page
Select the Logout link from the top navigation
bar
Select the Login link
Assigning the Annual Submission
Enter username <colead01> and password</colead01>
<password1></password1>
Select the "Login" button

Select the Compliance Audit Submission for	
	_
<unconsolidated locator=""> by selecting the School Nam</unconsolidated>	е
Write down the Audit Control Number (or ACN) of the	
Submission	
3001111851011	
Select the eZ-Audit Home link from the top navigation	oar
Select the Compliance Audit Submission for	
<unconsolidated member1=""> by selecting the School N</unconsolidated>	ame
Write down the Audit Control Number (or ACN) of the	
Submission	
	4:امدر∧
Verify that the ACN of the Locator School Compliance	Audit
is different from the ACN of the Member School	
Compliance Audit	
Select the eZ-Audit Home link from the top navigation	oar
Select the Compliance Audit Submission for	
<unconsolidated member2=""> by selecting the School N</unconsolidated>	ame I
Write down the Audit Control Number (or ACN) of the	۵٥
` '	
Submission	•
Verify that the ACN of the Locator School Compliance	
is different from the ACN of both of the Member School	
LO CONTRACTOR A LIST	1
Compliance Audits	
Compliance Audits	
Select the eZ-Audit Home link from the top navigation	nar

Locate the Consolidated Financial Statement for <unconsolidated locator=""> and assign the submission by selecting "FA1" from the dropdown list and selecting the "assign" button</unconsolidated>
Locate the Compliance Audit for <unconsolidated member1=""> and assign the submission by selecting "ARS1" from the dropdown list and selecting the "assign" button</unconsolidated>
Locate the Compliance Audit for <unconsolidated locator=""> and assign the submission by selecting "ARS1" from the dropdown list and selecting the "assign" button</unconsolidated>
Locate the Compliance Audit for <unconsolidated member2=""> and assign the submission by selecting "ARS1" from the dropdown list and selecting the "assign" button</unconsolidated>
Select the Logout link from the top navigation bar
Select the Login link
Case Review of the Annual Submission
Enter username <fsinat01> and password</fsinat01>
<password1></password1>
Click the Login button
Locate the Consolidated Financial Statement for <unconsolidated locator=""> and select the Submission by selecting the School Name</unconsolidated>

Select the "View Attachments" link from the left nav bar
Select the Logout link from the top navigation bar
Select the Login link
password <password1></password1>
Select the "Login" button
Submission" link
Select the Logout link from the top navigation bar  Select the Login link  Non-Profit C/C Annual Submission  Enter username <consolidatedschool> and password <password1></password1></consolidatedschool>

Enter begin date <07/01/2002> and end date <07/01/2003>

Select <YES> for "Is this information correct?" in the Review Auditor Information section

Select <YES> for "Are your Financial Statements in accordance with GAAP?"

Select <YES> for "Are your Financial Statements audited in accordance with Government Auditing Standards?"

Select opinion type <ADVERSE> from Auditor Report opinion type dropdown box

Select <YES> for "Is a going concern explanatory paragraph included in the audit report?"

Select <YES> for "were material weaknesses identified?"

Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"

Select <YES> for "Were any instances of noncompliance material to the financial statements noted?"

Select <YES> for "Do you have the following disclosure in your financial statement: Going Concern?"

Select <YES> for "Do you have the following disclosure in your financial statement: Contingent Liabilities?"

Select <YES> for "Do you have the following disclosure in your financial statement:

Reviews/Investigations?"

Select <YES> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"

Select <YES> for "Do you have the following disclosure in your financial statement: Timely Return to Title IV Program?"

Select <YES> for "Do you have the following disclosure in notes: Income Recognition?"

Select "Statement of Financial Position" link Enter Cash and Cash Equivalents <1316947> Enter Restricted Assets <100> Enter Accounts Receivable - Student <0> Enter Accounts Receivable - Employees <0> Enter Accounts Receivable - Related Parties, Secured <0> Enter Accounts Receivable - Related Parties, Unsecured <0> Enter Accounts Receivable - Other <609562> Enter Allowance for Doubtful Accounts <6851> Enter Prepaid Expenses <0> Enter Inventories <119236> Enter Notes Receivable - Related Parties, Secured Enter Notes Receivable - Related Parties, Unsecured <100> Enter Notes Receivable - Other <100> Enter Contributions/Pledges Receivable <100> Enter Student Loans Receivable <100> Enter Property, Plant and Equipment, including capitalized lease assets <7634519> Enter Accumulated Depreciation <1393079> Enter Bond Issuance Costs <0> Enter Intangible Assets, net of amortization <0> Enter Investments <41909> Enter Deferred Advertising/Marketing/Recruiting Costs <100> Enter Interest in Trusts Held by Others <100> Enter Other Assets <10921>

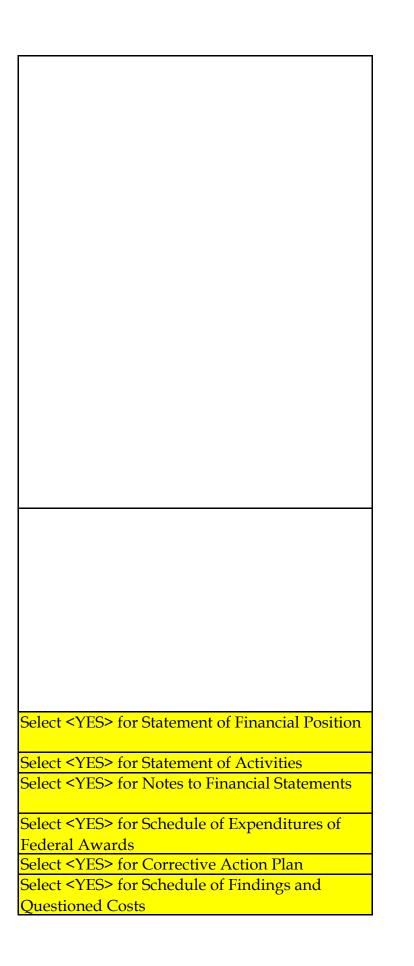
Enter Accounts Payable <305807>
Enter Refunds Payable <0>
Enter Student Deposits & Advances <0>
Enter Accrued Expenses <99206>
Enter Deferred Tuition <1031896>
Enter Lines of Credit <0>
Enter Current Portion of Long-Term Debt <100>
Enter Capital Lease Obligations <4373160>
Enter Long-Term Debt <100>
Enter Post Employment & Post Retirement
Benefits <0>
Enter Minimum Pension Liability <100>
Enter Deferred Compensation <0>
Enter Liability Under Split Interest Agreements
<100>
Enter Government Advances for Student Loans
<100>
Enter Other Liabilities <0>
Enter Unrestricted Net Assets <2488913>
Enter Split Interest Agreements and Term
Endowments <100>
Enter Other <34382>
Enter Permanently Restricted Net Assets <0>
Select "Calculate" button
Select "Save & Proceed" button
Enter Tuition & Fees <7072934>
Enter Government Appropriations <100>
Enter Government Grants and Contracts <100>
Enter Private Gifts, Grants, and Contracts <100>
Enter Auxiliary Enterprises <488509>
Enter Investment Income <40182>
Enter Hospital Revenue <100>

Enter Other Income <0> Enter Net Assets Released From Restrictions
4 <b>=</b> 400
<45188>
Enter Instruction Expense <2657580>
Enter Research Expense <0>
Enter Public Service Expense <0>
Enter Academic Support Expense <795421>
Enter Student Services Expense <1708568>
Enter Institutional Support Expense <1242882>
Enter Auxiliary Enterprises Expense <410076>
Enter Net Grant Aid to Students <100>
Enter Hospital Services <100>
Enter Other Expenses <0>
Enter Net Assets Released to Restrictions <0>
Enter Gain (Loss) on Discounted Operations <100>
Enter Gain (Loss) from Change in Accounting Principle <100>
Enter Extraordinary Gain (Loss) <100>
Enter Unrestricted Net Assets at Beginning of
Year <1656627>
Enter Gain (Loss) from Correction of Error (100)
Select the Calculate button.

Select "Save & Proceed" button	

Select programs audited < PELL, FSEOG, FWS,
FFELP>
Select <no> for Student Financial Aid Cluster</no>
audited as a major program
Enter begin date <08/01/2003> and end date
<07/30/2004>
Select <yes> for "Is this information correct?" in</yes>
the Review Auditor Information section.
Select <yes> for "Does A-133 report contain any</yes>
findings?"
munigo:

Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?" Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?" Select type of Auditor's Report as <UNQUALIFIED> Select <YES> for "were material weaknesses" identified?" Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?" Select <NO> for "Were there audit findings in the previous year's A-133 report?" Select <NO> for "Does Institution utilize a Third Party Servicer?" Select "Save" button Select <OPEID> from the dropdown box Repeat Steps Select "Save & Proceed" button



Select <NO> for Summary schedule of prior year audit findings Select <YES> for Independent Auditor's Report Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-Enter: "Ben Lopez" in Financial Statements Contact Name field Enter: "Ben@Lopez.com" in Financial Statements Contact Email field Enter: "Kevin Rowland" in Compliance Audit Contact Name field Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field Select the "Save" button Select OPEID <???????> from the "Select Compliance Audit" dropdown box Repeat Steps Select "Save & Proceed" button

Select "Browse" button
Select file to upload <a133np.pdf></a133np.pdf>
Select "Open"
Select "All"
Select "Add" button
Select the "Save" button
Select <opeid> from the dropdown box</opeid>
Select "Browse" button
Select file to upload <a133np.pdf></a133np.pdf>
Select "Open"
•
Select "Compliance Audit"
Select "Add" button

Select "Save & Proceed" button	

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Check the box next to "Select All"	4
Select "Submit to ED" button	
	4
Select the Logout link from the top navigation	
bar	
Select the Login link	
UC/C Non-Profit Submission	4
Enter username <unconsolidatedlocator> and</unconsolidatedlocator>	
password <password1></password1>	4
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	1
Select the "Login" button	

Select "Create FYE 07/01/2003 Annual Submission" link

Enter begin date <07/01/2002> and end date <07/01/2003>

Select <YES> for "Is this information correct?" in the Review Auditor Information section

Select <YES> for "Are your Financial Statements in accordance with GAAP?"

Select <YES> for "Are your Financial Statements audited in accordance with Government Auditing Standards?"

Select opinion type <ADVERSE> from Auditor Report opinion type dropdown box

Select <YES> for "Is a going concern explanatory paragraph included in the audit report?"

Select <YES> for "were material weaknesses identified?"

Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"

Select <YES> for "Were any instances of noncompliance material to the financial statements noted?"

Select <YES> for "Do you have the following disclosure in your financial statement: Going Concern?"

Select <YES> for "Do you have the following disclosure in your financial statement:

Contingent Liabilities?"

Select <YES> for "Do you have the following disclosure in your financial statement:

Reviews/Investigations?"

Select <YES> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"

Select <YES> for "Do you have the following disclosure in your financial statement: Timely Return to Title IV Program?"

Select <YES> for "Do you have the following disclosure in notes: Income Recognition?"

Select "Statement of Financial Position" link

Enter Cash and Cash Equivalents <1316947>

Enter Restricted Assets <100>

Enter Accounts Receivable - Student <0>

Enter Accounts Receivable - Employees <0>

Enter Accounts Receivable - Related Parties,

Secured <0>

Enter Accounts Receivable - Related Parties,

Unsecured <0>

Enter Accounts Receivable - Other <609562>

Enter Allowance for Doubtful Accounts <6851>

Enter Prepaid Expenses <0>

Enter Inventories <119236>

Enter Notes Receivable - Related Parties, Secured <100>

Enter Notes Receivable - Related Parties, Unsecured <100>

Enter Notes Receivable - Other <100>
Enter Contributions/Pledges Receivable <100>
Enter Student Loans Receivable <100>
Enter Property, Plant and Equipment, including
capitalized lease assets <7634519>
Enter Accumulated Depreciation <1393079>
Enter Bond Issuance Costs <0>
Enter Intangible Assets, net of amortization <0>
Enter Investments <41909>
Enter Deferred
Advertising/Marketing/Recruiting Costs <100>
Enter Interest in Trusts Held by Others <100>
Enter Other Assets <10921>
Enter Accounts Payable <305807>
Enter Refunds Payable <0>
Enter Student Deposits & Advances <0>
Enter Accrued Expenses <99206>
Enter Deferred Tuition <1031896>
Enter Lines of Credit <0>
Enter Current Portion of Long-Term Debt <100>
Enter Capital Lease Obligations <4373160>
Enter Long-Term Debt <100>
Enter Post Employment & Post Retirement Benefits <0>
Enter Minimum Pension Liability <100>
Enter Deferred Compensation <0>
Enter Liability Under Split Interest Agreements
<100>
Enter Government Advances for Student Loans
<100>
Enter Other Liabilities <0>
Enter Unrestricted Net Assets <2488913>
Enter Split Interest Agreements and Term
Endowments <100>
Enter Other <34382>
Enter Permanently Restricted Net Assets <0>

Select "Calculate" button
Select "Save & Proceed" button
Enter Tuition & Fees <7072934>
Enter Government Appropriations <100>
Enter Government Grants and Contracts <100>
Enter Private Gifts, Grants, and Contracts <100>
Enter Auxiliary Enterprises <488509>
Enter Investment Income <40182>
Enter Hospital Revenue <100>
Enter Other Income <0>
Enter Net Assets Released From Restrictions
<45188>
Enter Instruction Expense <2657580>
Enter Research Expense <0>
Enter Public Service Expense <0>
Enter Academic Support Expense <795421>
Enter Student Services Expense <1708568>
Enter Institutional Support Expense <1242882>
11 1
Enter Auxiliary Enterprises Expense <410076>
y 1 1
Enter Net Grant Aid to Students <100>
Enter Hospital Services <100>
Enter Other Expenses <0>
Enter Net Assets Released to Restrictions <0>
Enter Gain (Loss) on Discounted Operations
<100>
Enter Gain (Loss) from Change in Accounting
Principle <100>
Enter Extraordinary Gain (Loss) <100>
Enter Unrestricted Net Assets at Beginning of
Year <1656627>
16a1 \100002/7

Enter Gain (Loss) from Correction of Error (100)
Select the Calculate button.
Select "Save & Proceed" button
Select Save & Floceed Button
Select programs audited <pell, fseog,="" fws,<="" td=""></pell,>
FFELP>
Select <no> for Student Financial Aid Cluster</no>
audited as a major program  Enter begin date <07/01/2002> and end date
<07/01/2003>
Select <yes> for "Is this information correct?" in</yes>
the Review Auditor Information section.
Select <yes> for "Does A-133 report contain any</yes>
findings?"

Select <yes> for "Does the attached audit</yes>
indicate that the examination was conducted in
accordance with Government Auditing
Standards?"
Select <yes> for "Does the attached audit</yes>
indicate that the examination was conducted in
accordance with: OMB Circular A-133?"
Select type of Auditor's Report as
<unqualified></unqualified>
Select <yes> for "were material weaknesses</yes>
identified?"
Select <yes> for "were reportable conditions</yes>
identified that are not considered to be material
weaknesses?"
Select <no> for "Were there audit findings in</no>
the previous year's A-133 report?"
Select <no> for "Does Institution utilize a Third</no>
Party Servicer?"
Select "Save" button
Select <opeid> from the dropdown box</opeid>
Repeat Steps
Select "Save & Proceed" button

Select <YES> for Statement of Financial Position

Select <YES> for Statement of Activities

Select <YES> for Notes to Financial Statements

Select <YES> for Schedule of Expenditures of Federal Awards

Select <YES> for Corrective Action Plan

Select <YES> for Schedule of Findings and

Questioned Costs

Select <NO> for Summary schedule of prior year audit findings

Select <YES> for Independent Auditor's Report

Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133

Enter: "Ben Lopez" in Financial Statements

Contact Name field

Enter: "Ben@Lopez.com" in Financial Statements

Contact Email field

Enter: "Kevin Rowland" in Compliance Audit

Contact Name field

Enter: "Kevin@Rowland.com" in Compliance
Audit Contact Email field
Select the "Save" button
Select OPEID ?????? from the "Select
Compliance Audit" dropdown box
Repeat Steps
Select "Save & Proceed" button
Select "Browse" button
Select file to upload <a133np.pdf></a133np.pdf>
Select "Open"
Select "All"
Select "Add" button
Select the "Save" button
Select <opeid> from the dropdown box</opeid>
Select "Browse" button
Select file to upload <a133np.pdf></a133np.pdf>
Select "Open"
Select "Compliance Audit"

	t "Add" button
Select	t "Save & Proceed" button
Checl	k the boxes next to "unconsolidated loca
	unconsolidated member"
Select	t "Submit to ED" button
Select	t the Logout link from the top navigatio
bar	
bar Select	t the Login link
bar Select <mark>C/U(</mark>	C Non-Profit Member Submission
bar Select <mark>C/U(</mark> Enter	C Non-Profit Member Submission username <unconsolidatedlocator> and</unconsolidatedlocator>
bar Select <mark>C/U(</mark> Enter	C Non-Profit Member Submission
bar Select <mark>C/U(</mark> Enter	C Non-Profit Member Submission username <unconsolidatedlocator> an</unconsolidatedlocator>
bar Select <mark>C/U(</mark> Enter	C Non-Profit Member Submission username <unconsolidatedlocator> an</unconsolidatedlocator>
bar Select <mark>C/U(</mark> Enter	C Non-Profit Member Submission username <unconsolidatedlocator> an</unconsolidatedlocator>
bar Select <mark>C/U(</mark> Enter	C Non-Profit Member Submission username <unconsolidatedlocator> an</unconsolidatedlocator>
bar Select <mark>C/U(</mark> Enter	C Non-Profit Member Submission username <unconsolidatedlocator> an</unconsolidatedlocator>
bar Select <mark>C/U(</mark> Enter	C Non-Profit Member Submission username <unconsolidatedlocator> and</unconsolidatedlocator>
bar Select C/UC Enter passw	C Non-Profit Member Submission username <unconsolidatedlocator> and</unconsolidatedlocator>

Select "Create FYE 07/01/2003 Annual Submission" link

Select programs audited <PELL, FSEOG, FWS, FFELP>

Select <NO> for Student Financial Aid Cluster audited as a major program

Enter begin date <07/01/2002> and end date <07/01/2003>

Select <YES> for "Is this information correct?" in the Review Auditor Information section.

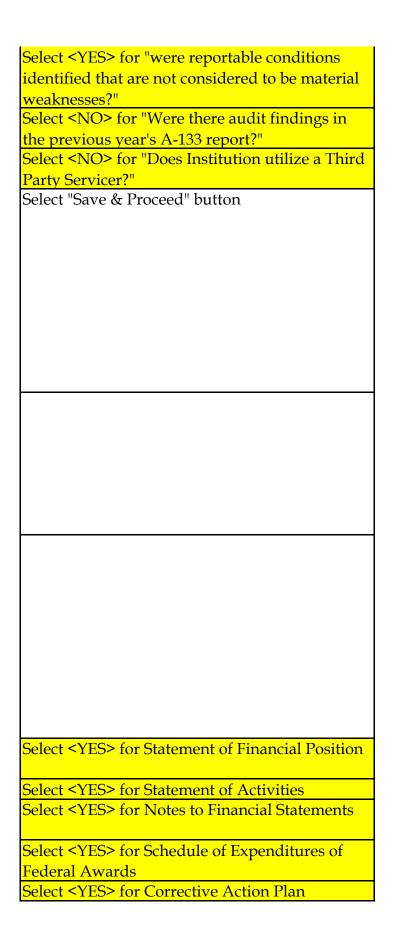
Select <YES> for "Does A-133 report contain any findings?"

Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?"

Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"

Select type of Auditor's Report as <a href="https://www.numbers.com/www.numbers.com/">WOUNDINGS.com/www.numbers.com/www.numbers.com/</a>

Select <YES> for "were material weaknesses identified?"



Select <YES> for Schedule of Findings and **Questioned Costs** Select <NO> for Summary schedule of prior year audit findings Select <YES> for Independent Auditor's Report Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133 Enter: "Ben Lopez" in Financial Statements Contact Name field Enter: "Ben@Lopez.com" in Financial Statements Contact Email field Enter: "Kevin Rowland" in Compliance Audit Contact Name field Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field Select "Save & Proceed" button Select "Browse" button Select file to upload <A133NP.pdf>

Select "Open"
Select "All"
Select "Add" button
Select "Compliance Audit" checkbox and de-select "All"
Select "Add" button
C 1 (   C
Select "Save & Proceed" button
Check the box next to "Select All"
Select "Submit to ED" button
Check the box next to <opeid></opeid>
Select "Submit to ED" button
Select the Logout link from the top navigation
bar
Select the Login link
C/C Public School Group Institution
Enter username <consolidatedlocator> and</consolidatedlocator>

password <Password1>

Select the "Login" button	
Select "Create FYE 07/01/2003 Annual	
Submission" link	

Enter begin date <07/01/2002> and end date <07/01/2003>

Select <YES> for "Is this information correct?" in the Review Auditor Information section

Select <YES> for "Are your Financial Statements in accordance with GAAP?"

Select <YES> for "Are your Financial Statements audited in accordance with Government Auditing Standards?"

Select opinion type <ADVERSE> from Auditor Report opinion type dropdown box

Select <YES> for "Is a going concern explanatory paragraph included in the audit report?"

Select <YES> for "were material weaknesses identified?"

Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"

Select <YES> for "Were any instances of noncompliance material to the financial statements noted?"

Select <YES> for "Do you have the following disclosure in your financial statement: Going Concern?"

Select <YES> for "Do you have the following disclosure in your financial statement:

Contingent Liabilities?"

Select <YES> for "Do you have the following disclosure in your financial statement:

Reviews/Investigations?"

Select <YES> for "Do you have the following disclosure in your financial statement: Debt Agreement Violation?"

Select <YES> for "Do you have the following disclosure in your financial statement: Timely Return to Title IV Program?"

Select <YES> for "Do you have the following disclosure in notes: Income Recognition?"

Select "Save & Proceed" button

Select programs audited <pell, fseog,="" fws,<="" td=""></pell,>
FFELP>
Select <no> for Student Financial Aid Cluster</no>
audited as a major program
Enter begin date <08/01/2003> and end date
<07/30/2004>
Select <yes> for "Is this information correct?" in</yes>
the Review Auditor Information section.
Select <yes> for "Does A-133 report contain any</yes>
findings?"
Select <yes> for "Does the attached audit</yes>
indicate that the examination was conducted in
accordance with Government Auditing
Standards?"

Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?"

Select <YES> for "were material weaknesses identified?"

Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"

Select <NO> for "Were there audit findings in the previous year's A-133 report?"

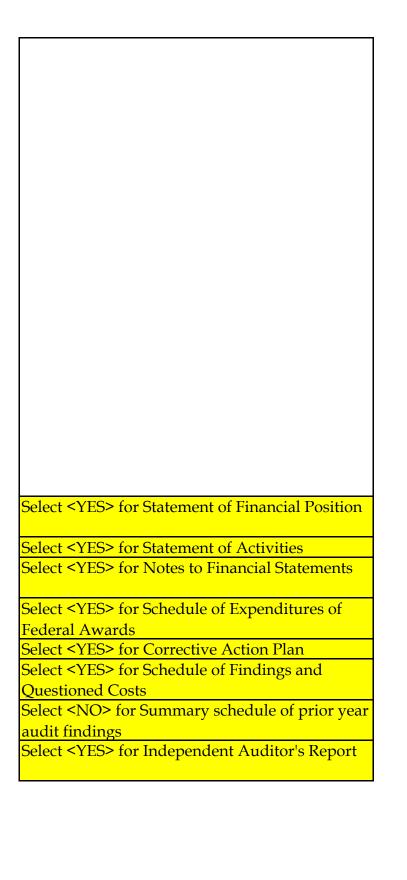
Select <NO> for "Does Institution utilize a Third Party Servicer?"

Select "Save" button

Select <OPEID> from the dropdown box

Repeat Steps

Select "Save & Proceed" button



Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-Enter: "Ben Lopez" in Financial Statements Contact Name field Enter: "Ben@Lopez.com" in Financial Statements Contact Email field Enter: "Kevin Rowland" in Compliance Audit Contact Name field Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field Select "Save" button Select <OPEID> from the dropdown box Repeat Steps Select "Save & Proceed" button Select "Browse" button

Select file to upload <A133P.pdf>

Select "Open"

Select "All"
Select "Add" button
Select "Save" button
Select OPEID ?????? from the "Select OPEID"
dropdown box
Select "Browse" button
Select file to upload <a133p.pdf></a133p.pdf>
Select "Open"
Select "Compliance Audit"
Select "Add" button
Select "Save & Proceed" button

0.1 (4.1   0.1 ( A.11   1   1.1
Select the "Select All" checkbox
Select "Submit to ED" button
Select the Logout link from the top navigation
bar
Select the Login link
UC/C Public School Group Institution
Enter username <consolidatedlocator> and</consolidatedlocator>
password <password1></password1>
Select the "Login" button

Select "Create FYE 07/01/2003 Annual Submission" link

Enter begin date <07/01/2002> and end date <07/01/2003>

Select <YES> for "Is this information correct?" in the Review Auditor Information section

Select <YES> for "Are your Financial Statements in accordance with GAAP?"

Select <YES> for "Are your Financial Statements audited in accordance with Government Auditing Standards?"

Select opinion type <ADVERSE> from Auditor Report opinion type dropdown box

Select <YES> for "Is a going concern explanatory paragraph included in the audit report?"

Select <YES> for "were material weaknesses identified?"

Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?"

Select <YES> for "Were any instances of noncompliance material to the financial statements noted?"

Select <yes> for "Do you have the following</yes>
disclosure in your financial statement: Going
Concern?"
Select <yes> for "Do you have the following</yes>
disclosure in your financial statement:
Contingent Liabilities?"
Select <yes> for "Do you have the following</yes>
disclosure in your financial statement:
Reviews/Investigations?"
Select <yes> for "Do you have the following</yes>
disclosure in your financial statement: Debt
Agreement Violation?"
Select <yes> for "Do you have the following</yes>
disclosure in your financial statement: Timely
Return to Title IV Program?"
Select <yes> for "Do you have the following</yes>
disclosure in notes: Income Recognition?" Select "Save & Proceed" button
Select programs audited <pell, ffelp="" fseog,="" fws,=""></pell,>
Select <no> for Student Financial Aid Cluster</no>
audited as a major program

Enter begin date <08/01/2003> and end date <07/30/2004> Select <YES> for "Is this information correct?" in the Review Auditor Information section. Select <YES> for "Does A-133 report contain any findings?" Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with Government Auditing Standards?" Select <YES> for "Does the attached audit indicate that the examination was conducted in accordance with: OMB Circular A-133?" Select type of Auditor's Report as <UNOUALIFIED> Select <YES> for "were material weaknesses" identified?" Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?" Select <NO> for "Were there audit findings in the previous year's A-133 report?" Select <NO> for "Does Institution utilize a Third Party Servicer?" Select "Save" button Select <OPEID> from the dropdown box Repeat Steps Select "Save & Proceed" button

Select <YES> for Statement of Financial Position

Select <YES> for Statement of Activities

Select <YES> for Notes to Financial Statements

Select <YES> for Schedule of Expenditures of Federal Awards

Select <YES> for Corrective Action Plan

Select <YES> for Schedule of Findings and

**Questioned Costs** 

Select <NO> for Summary schedule of prior year audit findings

Select <YES> for Independent Auditor's Report

Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133

Enter: "Ben Lopez" in Financial Statements

Contact Name field

Enter: "Ben@Lopez.com" in Financial Statements

Contact Email field

Enter: "Kevin Rowland" in Compliance Audit

Contact Name field

Enter: "Kevin@Rowland.com" in Compliance

Audit Contact Email field

Select "Save" button

Select <opeid> from the dropdown box</opeid>
Repeat Steps
Select "Save & Proceed" button
Select "Browse" button
Scient blowse button
Select file to upload <a133p.pdf></a133p.pdf>
Select "Open"
Select Open
Select "All"
Select "Add" button
Select "Save" button
Select OPEID ?????? from the "Select OPEID"
dropdown box
Select "Browse" button
Select file to upload <a133p.pdf></a133p.pdf>
Select "Open"
•
Select "Compliance Audit"
Select "Add" button

Select "Save & Proceed" button
Select the "unconsolidated locator" and "unconsol
Select "Submit to ED" button
Select the Logout link from the top navigation
bar
Select the Login link
UC/C Public School Group Institution
Enter username <unconsolidatedmember2> and</unconsolidatedmember2>
password <password1></password1>
Select the "Login" button

Select "Create FYE 07/01/2003 Annual		
Submission" link		
Select programs audited <pell, fseog,="" fws,<="" td=""></pell,>		
FFELP>		
Select <no> for Student Financial Aid Cluster</no>		
audited as a major program		
Enter begin date <07/01/2002> and end date		
<07/01/2003>		
Select <yes> for "Is this information correct?" in</yes>		
the Review Auditor Information section.		
Select <yes> for "Does A-133 report contain any</yes>		
findings?"		
Select <yes> for "Does the attached audit</yes>		
indicate that the examination was conducted in		
accordance with Government Auditing		
Standards?"		
Select <yes> for "Does the attached audit</yes>		
indicate that the examination was conducted in		
accordance with: OMB Circular A-133?"		
Select type of Auditor's Report as		
<pre>Select type of Addition's Report as <unqualified></unqualified></pre>		
Select <yes> for "were material weaknesses</yes>		
identified?"		

Select <YES> for "were reportable conditions identified that are not considered to be material weaknesses?" Select <NO> for "Were there audit findings in the previous year's A-133 report?"
Select <NO> for "Does Institution utilize a Third Party Servicer?" Select "Save & Proceed" button Select <YES> for Statement of Financial Position Select <YES> for Statement of Activities Select <YES> for Notes to Financial Statements Select <YES> for Schedule of Expenditures of Federal Awards Select <YES> for Corrective Action Plan Select <YES> for Schedule of Findings and **Questioned Costs** Select <NO> for Summary schedule of prior year audit findings Select <YES> for Independent Auditor's Report

Select <YES> for Independent Auditors' Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards Select <YES> for Independent Auditors' Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-Enter: "Ben Lopez" in Financial Statements Contact Name field Enter: "Ben@Lopez.com" in Financial Statements Contact Email field Enter: "Kevin Rowland" in Compliance Audit Contact Name field Enter: "Kevin@Rowland.com" in Compliance Audit Contact Email field Select "Save & Proceed" button Select "Browse" button Select file to upload <A133P.pdf> Select "Open" Select "All" Select "Add" button

Select "Compliance Audit" and De-select "All"		
Select "Save & Proceed" button		
Sciect Save & Froceed Button		
Select the "unconsolidated member2" checkbox		
Select "Submit to ED" button		
Select the Logout link from the top navigation		
har		
Select the Login link		

## **School Group**

The purpose of this script is to test the system's ability to process School Group Submissions Ben Lopez

## **Expected Results**

Browser opens

System presents the login page

Username is displayed in the username field.

Password is displayed in the password field with \*s

System presents the "Institution Home Page." The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

The page also contains left navigation links with the headings:

Create Annual Submission

Other Submission

Administration

<ul> <li>- eZ-Audit Home</li> <li>- Help</li> <li>- Logout</li> <li>Left navigation consists of:</li> <li>- Financial Statements</li> <li>- Compliance Audit</li> <li>- Completeness Checklist</li> <li>- Upload Attachments</li> <li>- Submit</li> </ul>	
<ul> <li>- Help</li> <li>- Logout</li> <li>Left navigation consists of:</li> <li>- Financial Statements</li> <li>- Compliance Audit</li> <li>- Completeness Checklist</li> <li>- Upload Attachments</li> <li>- Submit</li> </ul>	System displays the "Financial Statements" page. The page contains top navigation:
<ul> <li>Logout</li> <li>Left navigation consists of:</li> <li>Financial Statements</li> <li>Compliance Audit</li> <li>Completeness Checklist</li> <li>Upload Attachments</li> <li>Submit</li> </ul>	- eZ-Audit Home
Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit	- Help
<ul> <li>- Financial Statements</li> <li>- Compliance Audit</li> <li>- Completeness Checklist</li> <li>- Upload Attachments</li> <li>- Submit</li> </ul>	- Logout
<ul><li>Compliance Audit</li><li>Completeness Checklist</li><li>Upload Attachments</li><li>Submit</li></ul>	Left navigation consists of:
- Completeness Checklist - Upload Attachments - Submit	- Financial Statements
- Upload Attachments - Submit	- Compliance Audit
- Submit	- Completeness Checklist
	- Upload Attachments
The c	- Submit
	The c

3. Review Auditor Information
- Records indicate your Current Auditor Is: < Pricewaterhouse 1111111111>
- Is this information correct? (Yes/No).
- Enter Auditors TIN
4. Are your financial statements prepared in accordance with Generally Accepted Accou
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Field accepts input

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Field accepts input
System displays the "Balance Sheet" page which contains top navigation (eZ-Audit Home, Help, and Logout links) and a content area that contains the following fields: Cash and Cash Equivalents, Accounts Receivable - Student, Accounts Receivable - Employee
Accounts Payable, Refunds Payable, Student Deposits and Advances, Accrued Expenses, Current Portion of Long-Term Debt, Deferred Tuition, Deferred Taxes, Line of Credit, Capital Lease Obligation, Other Current Liabilities, Total Current Liabilities*, Long-
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Field accepts input
System refreshes "Balance Sheet" page with values previously entered pre- populated. In addition, the system has calculated values and pre-populated the following fields: Net Accounts Receivable (\$14,265) Total Current Assets (\$24,046)
Net Property &
System saves Balance Sheet data entered and displays the "Income Statement" page which contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s),
Field accepts input
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Field accepts input Field accepts input System refreshes "Income Statement" page with values previously entered pre-populated. In addition, the system has calculated values and pre-populated the following fields: Total Operating Income (\$117,843) Total Non-Operating Income (\$0) Total Incom System saves Statement of Activities data entered and displays the "Cash Flows Statement" page which contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial Statements, Compliance Audit, Completeness Checklist, Upload A Field accepts input Field accepts input Field accepts input Field accepts input System refreshes "Cash Flows Statement" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are:

Net Increase (Decrease) in Cash and Cash Equivalents (\$4,091)

Cash and Cash Equivalen

System displays the "Compliance Audit Information" page. The page contains top navigation:  - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Comepleteness Checklist - Upload Attachments - Submit The	
<ol> <li>Indicate the Title IV program(s) in which your institution participates: (FSEOG, FFELP, FWS, FPL, Pell, FDLP) (Audited/ Closeout checkboxes)</li> <li>Indicate the Period Audited (MM/DD/YYYY)         <ul> <li>Begin Date</li> <li>End Date</li> <li>Reason if Less than 1 Year</li> </ul> </li> <li>Review</li> </ol>	
Field accepts input	
Field accepts input	
Field accepts input	

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Field accepts input
The system saves the page and redisplays the Compliance Audit Info page
The system displays the Compliance Audit Info Page, but the page should now say "You are currently viewing the Compliance Audit OPEID: ???????"
System displays the "Checklist" page. The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Financial Statements
-Compliance Audit
- Checklist
- Upload Attachment(s)
- Submit
The contents area of the page has t

Select Compliance Audit (dropdown box):
<consolidatedlocator></consolidatedlocator>
OPEID: ?????
Note: For each text label Yes/No/NA radio buttons and a text box are provided.  2) Are the following items included in the attachment of your Compliance Audit?  - Servicer Info
3) Contact Information/Additional Notes
Please let us know who to contactsubmission.
Financial Statement Contact
-Name
-Email
Compliance Audit Contact
-Name
-Email
Enter any addition information
Note: Text boxes are provided for the user to input con
Fields accept input
Fields accept input
Fields accept input
i icias accept nipat
Fields accept input
The system saves the information entered and redisplays the Checklist Page

OPEID ??????? Now appears i	in the dro	pdown box
-----------------------------	------------	-----------

System displays the "Upload Attachment(s)" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The content

Select OPEID (dropdown box) <???????>

Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, Other, All); and Add button.

There are also Cancel, Save, and Sav

System displays window that allows user to browse their computer and select a file to upload.

System re-displays the "Upload Attachments)" page with the file that was selected shown in the text box to the left of the "Browse" button.

# Field accepts input

System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete"

The system saves the information entered and redisplays the Upload Page. At the bottom of the page, OPEID ??????? Should appear with a grid titled "Attached files" and "Type." Next to the grid, a button labeled "Delete" is displayed

OPEID ??????? Now appears in the dropdown box

System displays window that allows user to browse their computer and select a file to upload.

System re-displays the "Upload Attachments)" page with the file that was selected shown in the text box to the left of the "Browse" button.

## Field accepts input

System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete"

System displays the "Submit" page.

The page contains top navigation: eZ-Audit Home, Help, and Logout.

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit.

The contents area of the

If your institution is part of a school group, please note that the record is not transferred to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-by-Step Guide to Usi

The Select All checkbox is checked

System displays the "Institution Home" page with the following text message displayed below the Notification heading:

Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the sub

The system displays the Logout page with a hyperlink to the Login Page

The system displays the eZ-Audit Login Page

Username is displayed in the username field.
Password is displayed in the password field with *s
System presents the "Institution Home Page." The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
The page also contains left navigation links with the headings:
Create Annual Submission
Other Submission
Administration
System displays the "Financial Statements" page. The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit
The c
3. Review Auditor Information
- Records indicate your Current Auditor Is: < Pricewaterhouse 1111111111>
- Is this information correct? (Yes/No).
- Enter Auditors TIN
4. Are your financial statements prepared in accordance with Generally Accepted Accou
Field accepts input
Field accepts input
Field accepts input
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Field accepts input
Field accepts input
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Field accepts input
Field accepts input
System displays the "Balance Sheet" page which contains top navigation (eZ-Audit Home, Help, and Logout links) and a content area that contains the following fields: Cash and Cash Equivalents, Accounts Receivable - Student, Accounts Receivable - Employee
Accounts Payable, Refunds Payable, Student Deposits and Advances, Accrued Expenses, Current Portion of Long-Term Debt, Deferred Tuition, Deferred Taxes, Line of Credit, Capital Lease Obligation, Other Current Liabilities, Total Current Liabilities*, Long-
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Field accepts input
System refreshes "Balance Sheet" page with values previously entered pre- populated. In
addition, the system has calculated values and pre-populated the following fields:
Net Accounts Receivable (\$14,265)
Total Current Assets (\$24,046)
Net Property &
System saves Balance Sheet data entered and displays the "Income Statement" page which
contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation (Financial
Statements, Compliance Audit, Completeness Checklist, Upload Attachment(s),
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Field accepts input
Field accepts input
System refreshes "Income Statement" page with values previously entered pre-populated. In
addition, the system has calculated values and pre-populated the following fields:
Total Operating Income (\$117,843)
Total Non-Operating Income (\$0)
Total Incom
Total incom
System saves Statement of Activities data entered and displays the "Cash Flows Statement"
page which contains top navigation (eZ-Audit Home, Help, and Logout links), left navigation
(Financial Statements, Compliance Audit, Completeness Checklist, Upload A
(Canada a modernos) compressos crocimes, epicada i
Field accepts input
System refreshes "Cash Flows Statement" page with values previously entered pre-populated
and the calculated fields pre-populated. Calculated fields and values are:
Net Increase (Decrease) in Cash and Cash Equivalents (\$4,091)
Cash and Cash Equivalen
System displays the "Compliance Audit Information" page. The page contains top navigation: - eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments - Submit
The c

2. Indicate the Title IV program(s) in which your institution participates: (FSEOG, FFELP, FWS, FPL, Pell, FDLP) (Audited/ Closeout checkboxes)
3. Indicate the Period Audited (MM/DD/YYYY)
- Begin Date
- End Date
- Reason if Less than 1 Year
4. Review
Field accepts input
The system saves the page and redisplays the Compliance Audit Info page
The system displays the Compliance Audit Info Page, but the page should now say "You are currently viewing the Compliance Audit OPEID: ???????"

System displays the "Checklist" page. The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Financial Statements
-Compliance Audit
- Checklist
- Upload Attachment(s)
- Submit
The contents area of the nage has t
Select Compliance Audit (dropdown box):
<unconsolidatedlocator></unconsolidatedlocator>
OPEID: ?????
Note: For each text label Yes/No/NA radio buttons and a text box are provided.
2) Are the following items included in the attachment of your Compliance Audit?
- Servicer In
3) Contact Information/Additional Notes
Please let us know who to contactsubmission.
Financial Statement Contact
-Name
-Email
Compliance Audit Contact
-Name
-Email
Enter any addition information
Note: Text boxes are provided for the user to input con
Fields accept input
Fields accept input
Fields accept input
Fields accept input
The system saves the information entered and redisplays the Checklist Page
OPEID ?????? Now appears in the dropdown box

System displays the "Upload Attachment(s)" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The content

Select OPEID (dropdown box) <???????>

Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, Other, All); and Add button.

There are also Cancel, Save, and Sav

System displays window that allows user to browse their computer and select a file to upload.

System re-displays the "Upload Attachments)" page with the file that was selected shown in the text box to the left of the "Browse" button.

# Field accepts input

System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete"

The system saves the information entered and redisplays the Upload Page. At the bottom of the page, OPEID ???????? Should appear with a grid titled "Attached files" and "Type." Next to the grid, a button labeled "Delete" is displayed

OPEID ??????? Now appears in the dropdown box

System displays window that allows user to browse their computer and select a file to upload.

System re-displays the "Upload Attachments)" page with the file that was selected shown in the text box to the left of the "Browse" button.

## Field accepts input

System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete"

System displays the "Submit" page.

The page contains top navigation: eZ-Audit Home, Help, and Logout.

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit.

The contents area of the

If your institution is part of a school group, please note that the record is not transferred to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-by-Step Guide to Usi

The checkboxes next to <unconsolidated locator> and <unconsolidated member1> are checked

System displays the "Institution Home" page with the following text message displayed below the Notification heading:

Your have submitted your portion of the Annual Submission. OPEID <???????? has not yet submitted a Compliance Audit

Also, Create Annua

The system displays the Logout page with a hyperlink to the Login Page

The system displays the eZ-Audit Login Page

Username is displayed in the username field.

Password is displayed in the password field with \*s

System presents the "Institution Home Page." The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

The page also contains left navigation links with the headings:

Create Annual Submission

Other Submission

Administration

System displays the "Compliance Audit Information" page. The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit
The contents area of the pag
2. Indicate the Title IV program(s) in which your institution participates:
(FSEOG, FFELP, FWS, FPL, Pell, FDLP) (Audited/ Closeout checkboxes)
3. Indicate the Period Audited (MM/DD/YYYY)
- Begin Date
- End Date
- Reason if Less than 1 Year
4. Review
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Field accepts input

System displays the "Checklist" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Compliance Audit - Checklist - Upload Attachment(s) - Submit The contents area of the page has the heading "FSA Initia Select Compliance Audit (dropdown box): <unconsolidatedmember2> OPEID:<???????> Note: For each text label Yes/No/NA radio buttons and a text box are provided. 2) Are the following items included in the attachment of your Compliance Audit? - Servicer In 3) Contact Information/Additional Notes Please let us know who to contact.....submission. Financial Statement Contact -Name -Email Compliance Audit Contact -Name -Email Enter any addition information Note: Text boxes are provided for the user to input con Fields accept input, EXCEPT FOR FINANCIAL STATEMENT-RELATED QUESTIONS AS UC MEMBERS DO NOT HAVE WRITE-ACCESS TO THEM Fields accept input

Fields accept input

Fields accept input

System displays the "Upload Attachment(s)" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The contents area of the page has

Select OPEID (dropdown box) <???????>

Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, Other, All); and Add button.

There are also Cancel, Save, and Sav

System displays window that allows user to browse their computer and select a file to upload.

System re-displays the "Upload Attachments)" page with the file that was selected shown in the text box to the left of the "Browse" button.

Field accepts input

System displays error message that members cannot upload all or consolidated finacial statements

Field accepts input

System re-displays the "Upload Attachments" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delete"

System displays the "Submit" page.

The page contains top navigation: eZ-Audit Home, Help, and Logout.

Left navigation consists of:

- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit.

The contents area of the page has the heading "

If your institution is part of a school group, please note that the record is not transferred to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-by-Step Guide to Usi

The Select All checkbox is checked

System displays an error message that a member school may not submit for all Institutions of a School Group

The checkbox next to OPEID <???????> is checked

System displays the "Institution Home" page with the following text message displayed below the Notification heading:

Your have submitted your portion of the Annual Submission.

The system displays the Logout page with a hyperlink to the Login Page

The system displays the eZ-Audit Login Page

Username is displayed in the username field.

Password is displayed in the password field with \*s

System presents the "Institution Home Page." The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

The page also contains left navigation links with the headings:

Create Annual Submission

Other Submission

Administration

There is a new No.

The system displays the Logout page with a hyperlink to the Login Page

The system displays the eZ-Audit Login Page

Username is displayed in the username field.

Password is displayed in the password field with \*s

System presents the "QC Home Page." The page contains top navigation:

- eZ-Audit Home
- My Profile
- Search
- Reports
- Logout

A Message is displayed at the top of the page content: "Link to the following team section(s):" with hyperlinks leading t

There is only one Consolidated Financial Statement in the Pending QC Review queue listed under <unconsolidated locator>

There are three Compliance Audits: one for <unconsolidated locator>, one for <unconsolidated member1>, and one for <unconsolidated member2>

System presents the "Financial Statement QC" Page. This page contains top navigation:

- eZ-Audit Home
- My Profile
- Search
- Reports
- Logout

The left nav provides links to:

- Submission Summary
- Financial Statements
- Compliance Audit
- Compl

Submission Quality

1. Were the Financial Statement questions answered correctly? Yes No If no, which questions were incorrect? (User may select more than one)

List Box with field labels, Add (button)

Notes field (text box)

Validate Checklist/PDF

Complete Score Calculation

Link to Score Calculation worksheets (not required for flagged submissions)

Decision/Outcome

- eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save)
- System Flag: Flagged or Non-Flagged (syste

The "YES" button is selected

Field accepts value

Field accepts value

Field accepts value

Field accepts value

Field accepts value

The system returns the user to the "QC Home Page," the Annual Financial Statement has moved from the first queue (Pending QC) to the second queue (Pending QC Approval)

The "Financial QC Page" is presented again.

The system returns the user to the "QC Home Page," the Annual Financial Statement has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)

System presents the "Compliance Audit QC" Page. This page contains top navigation:
- eZ-Audit Home
- My Profile
- Search
- Reports

The left nav provides links to:

- Submission Summary
- Financial Statements
- Compliance Audit
- Complete

- Logout

#### **Submission Quality**

1. Were the Compliance Audit questions answered correctly? Yes No
If no, which questions were incorrect? (User may select more than one)

List Box with field labels, Add (button)

Notes field (text box)

Validate Checklist/PDF

1.

#### Decision/Outcome

- eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save)
- System Flag: Flagged or Non-Flagged (system generated)
- Completeness Status (QC User determination) Complete (radio button) Incomplete (radio bu

The "YES" button is selected

Field accepts value

Field accepts value

Field accepts value

Field accepts value

Field accepts value

The system returns the user to the "QC Home Page," the Annual Compliance Audit has moved from the first queue (Pending QC) to the second queue (Pending QC Approval)

The "Compliance Audit QC Page" is presented again.

The system returns the user to the "QC Home Page," the Annual Compliance Audit has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)

System presents the "Compliance Audit QC" Page. This page contains top navigation:
- eZ-Audit Home
- My Profile
- Search
- Reports

The left nav provides links to:

- Submission Summary
- Financial Statements
- Compliance Audit
- Complete

- Logout

#### **Submission Quality**

1. Were the Compliance Audit questions answered correctly? Yes No
If no, which questions were incorrect? (User may select more than one)

List Box with field labels, Add (button)

Notes field (text box)

Validate Checklist/PDF

1.

#### Decision/Outcome

- eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save)
- System Flag: Flagged or Non-Flagged (system generated)
- Completeness Status (QC User determination) Complete (radio button) Incomplete (radio bu

The "YES" button is selected

Field accepts value

Field accepts value

Field accepts value

Field accepts value

Field accepts value

The system returns the user to the "QC Home Page," the Annual Compliance Audit has moved from the first queue (Pending QC) to the second queue (Pending QC Approval)

The "Compliance Audit QC Page" is presented again.

The system returns the user to the "QC Home Page," the Annual Compliance Audit has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)

System presents the "Compliance Audit QC" Page. This page contains top navigation:

- eZ-Audit Home
- My Profile
- Search
- Reports
- Logout

The left nav provides links to:

- Submission Summary
- Financial Statements
- Compliance Audit
- Complete

#### **Submission Quality**

1. Were the Compliance Audit questions answered correctly? Yes No
If no, which questions were incorrect? (User may select more than one)

List Box with field labels, Add (button)

Notes field (text box)

Validate Checklist/PDF

1

#### Decision/Outcome

- eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save)
- System Flag: Flagged or Non-Flagged (system generated)
- Completeness Status (QC User determination) Complete (radio button) Incomplete (radio bu

## The <NO> button is selected and "Audit Compliance Audit" is highlighted

The Financial Statements QC page is displayed with the above selections made, with a new heading "Decision/Outcome" and the following questions:

- eZ-Audit recommended decision (system generated value)
- System Flag
- Completeness Status (QC User determin

The system displays the "Incomplete Submission Letter" preview page. Under the Financial Statements heading, a bulletpoint will appear stating "Audited Financial Statements not viewable"

The system returns the user to the "QC Home Page"

The "Compliance Audit QC Page" is presented again.

The system returns the user to the "QC Home Page," the Annual Compliance Audit has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)

The system displays the Logout page with a hyperlink to the Login Page

The system displays the eZ-Audit Login Page

Username is displayed in the username field.

Password is displayed in the password field with \*s

System presents the "Institution Home Page." The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

The page also contains left navigation links with the headings:

Create Annual Submission

Other Submission

Administration

#### There is a new No

System displays the "Financial Statements" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

Thec

- 3. Review Auditor Information
- Records indicate your Current Auditor Is: < Pricewaterhouse 1111111111>
- Is this information correct? (Yes/No).
- Enter Auditors TIN
- 4. Are your financial statements prepared in accordance with Generally Accepted Accou

## The system displays the Submit Page

The checkboxes next to <unconsolidated locator> and <unconsolidated member1> are checked

System displays the "Institution Home" page with the following text message displayed below the Notification heading:

Your have submitted your portion of the Annual Submission. OPEID <???????? has not yet submitted a Compliance Audit

### Also, Resubmit Ann

The system displays the Logout page with a hyperlink to the Login Page

The system displays the eZ-Audit Login Page

Username is displayed in the username field.

Password is displayed in the password field with \*s

System presents the "Institution Home Page." The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

The page also contains left navigation links with the headings:

Create Annual Submission

Other Submission

Administration

There is a new No.

System displays the "Compliance Audit Information" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The contents area of the pag

2. Indicate the Title IV program(s) in which your institution participates:

(FSEOG, FFELP, FWS, FPL, Pell, FDLP) (Audited/ Closeout checkboxes)

- 3. Indicate the Period Audited (MM/DD/YYYY)
- Begin Date
- End Date
- Reason if Less than 1 Year
- 4. Review

The system displays the Submit Page

The checkbox next to <unconsolidated member2> is checked

System displays the "Institution Home" page with the following text message displayed below the Notification heading:

Your have submitted your portion of the Annual Submission.

The system displays the Logout page with a hyperlink to the Login Page

The system displays the eZ-Audit Login Page

Username is displayed in the username field.

Password is displayed in the password field with \*s

System presents the "QC Home Page." The page contains top navigation:

- eZ-Audit Home
- My Profile
- Search
- Reports
- Logout

A Message is displayed at the top of the page content: "Link to the following team section(s):" with hyperlinks leading t

The "YES" button is selected

Field accepts value

Field accepts value

Field accepts value

Field accepts value

Field accepts value

The system returns the user to the "QC Home Page," the Annual Compliance Audit has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)

The system displays the Logout page with a hyperlink to the Login Page

The system displays the eZ-Audit Login Page

Username is displayed in the username field.

Password is displayed in the password field with \*s

System presents the "Co-Team Lead Home Page." The page contains top navigation:

- eZ-Audit Home
- My Profile
- Search
- Team Queue
- Reports
- Logout

Two queues are displayed: Submissions Pending Assignment and Submissions Pending Approval Subm

System presents the "Submission Summary" Page for this Submission. This page contains top navigation:
- eZ-Audit Home
- My Profile
- Search
- Team Queue
- Reports
- Logout
The left nav provides links to:
- Submission Summary - Financial Statement
Financial Statement
- Financial Analyst
- Reason for Flagging
- Years in Zone
- eZ-Audit Composite Score
- ED Composite Score
- Determination
- Determination Date
- Completeness Status
- Pre-Screener
- Screen Date
- Colocal Ballo
Compliance Audit
- Compliance Audit Spec
·
The "Co-Team Lead" Home Page is displayed
The "Submission Summary" Page for this Submission is displayed
The ACNs are different
The "Co-Team Lead" Home Page is displayed
5 ' '
The "Submission Summary" Page for this Submission is displayed
The ACNs are different
The "Co-Team Lead" Home Page is displayed

The Consolidated Financial Statement is removed from the "Pending Assignment" queue

The Compliance Audit is removed from the "Pending Assignment" queue

The Compliance Audit is removed from the "Pending Assignment" queue

The Compliance Audit is removed from the "Pending Assignment" queue

The system displays the Logout page with a hyperlink to the Login Page

The system displays the eZ-Audit Login Page

Username is displayed in the username field.

Password is displayed in the password field with \*s

The system presents the ARS home page which consists of "My Queue" showing the following information about each submission: Institution, OPEID, Fiscal Year End, Received Date, Resolution Due Date, Submission Type, Reason for Referral to Case, and Submissi

The system presents the "Submission Summary" page for Annual Submission. There is a left-navigation bar and a content area. The main content area displays: Institution Name (link to Institution Profile Page), OPEID, ACN, and FYE Date.

The left navigatio

The "Institution Info" section contains:

- OPEID:
- DUNS:
- ACN:
- Fiscal Year:
- Date Submission Received:
- Title IV Eligibility Status:
- All Submissions Current:
- Missing Submissions:

The "Financial Statement" section contains:

• Financial Anal

The "Compliance Audit" section contains:

- Compliance Audit Specialist:
- Resolution Due Date:
- Reason for Referral:
- Completeness Status:
- Pre-Screener:
- Screen Date:

Page also contains "Financial Statement Completeness", "Compliance Audit Complet

The system displays the "File Upload" page. The top of the page displays "Proprietary Annual Submission File Upload," Institution Name, and OPEID. The main content of the page displays lists of attached files separated by OPEID. There should be three a

The system displays the Logout page with a hyperlink to the Login Page

The system displays the eZ-Audit Login Page

Username is displayed in the username field.

Password is displayed in the password field with \*s

System presents the "Institution Home Page." The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

The page also contains left navigation links with the headings:

Create Annual Submission

Other Submission

#### Administration

System displays the "Financial Statements" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The c

- 3. Review Auditor Information:
- Records indicate your Current Auditor is: < Pricewaterhouse 1111111111>
- Is this information correct? (Yes/No)
- Enter Auditor TIN:
- 4. Are your financial statements prepared in accordance with Generally Accepted Accoun

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System displays the "Statement of Financial Position Data page with breadcrumbs displayed
to allow the user to navigate back to the Financial Statements Page. Displayed immediately
below the breadcrumbs is the heading "Statement of Financial Position Dat
Accounts Payable, Refunds Payable, Student Deposits and Advances, Accrued Expenses,
Deferred Tuition, Lines of Credit, Current Portion of Long-Term Debt, Capital Lease
Obligations, Long-Term Debt, Post Employment & Post Retirement Benefits, Minimum Pensio
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System refreshes "Statment of Financial Position" page with values previously entered pre-
populated and the calculated fields pre-populated. Calculated fields and values are:
Net Accounts Receivable: <602,711>
Net Property & Equipment including capita
System saves Statement of Financial Position data entered and displays the "Statement of
Activities" page with breadcrumbs displayed to allow the user to navigate back to the
Financial Statements Page. Displayed immediately below the breadcrumbs is the h
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System refreshes "Statement of Activities" page with values previously entered pre-populated and the calculated fields pre-populated. Calculated fields and values are:
Total Unrestricted Revenues: <7,647,213>
Total Unrestricted Expenses: <6,814,727>
Cha

System displays the "Compliance Audit Information" page. The page contains top navigation
- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Financial Statements
- Compliance Audit
- Comepleteness Checklist
- Upload Attachments
- Submit
The
<b>1</b>

A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a
hyperlink to the Compliance Audit of each Member School. The follo
8. For internal control over major programs:
- a) were material weaknesses identified? (Yes/No)
- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)
9. Were there audit findings in the previous
Field accepts input

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Field accepts input
Field accepts input
Field accepts input
System redisplays the Compliance Audit Page
<opeid> is displayed in the dropdown box</opeid>
System displays the "Checklist" page. The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Financial Statements
- Compliance Audit - Completeness Checklist
- Upload Attachments
- Submit
The contents area of th

Text labels displayed in Section 1 are:
- Statement of Financial Position
- Statement of Activities
- Cash Flows Statement
- Notes to Financial Statements
- Independent Auditors Report
- Independent Auditors Report on Compliance and on Internal Control ov
Section (3), Contact Information / Additional Notes, contains:
Section (3), Contact Information/Additional Notes, contains: - A Message displaying: "Please let us know who to contact with questions regarding this
- A Message displaying: "Please let us know who to contact with questions regarding this
- A Message displaying : "Please let us know who to contact with questions regarding this submission."
- A Message displaying: "Please let us know who to contact with questions regarding this
- A Message displaying : "Please let us know who to contact with questions regarding this submission." - Financial Statement Contact
<ul> <li>- A Message displaying: "Please let us know who to contact with questions regarding this submission."</li> <li>- Financial Statement Contact</li> <li>- Name</li> <li>- Email</li> </ul>
<ul> <li>- A Message displaying: "Please let us know who to contact with questions regarding this submission."</li> <li>- Financial Statement Contact</li> <li>- Name</li> </ul>
<ul> <li>- A Message displaying: "Please let us know who to contact with questions regarding this submission."</li> <li>- Financial Statement Contact</li> <li>- Name</li> <li>- Email</li> <li>- Compliance Audit Contact</li> </ul>
<ul> <li>- A Message displaying: "Please let us know who to contact with questions regarding this submission."</li> <li>- Financial Statement Contact</li> <li>- Name</li> <li>- Email</li> <li>- Compliance Audit Contact</li> <li>- Name</li> <li>- Email</li> </ul>
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- A Message displaying : "Please let us know who to contact with questions regarding this submission." - Financial Statement Contact - Name - Email - Compliance Audit Contact - Name - Email Field accepts input
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- A Message displaying : "Please let us know who to contact with questions regarding this submission." - Financial Statement Contact - Name - Email - Compliance Audit Contact - Name - Email Field accepts input Field accepts input Field accepts input
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System displays the Checklist page
OPEID ??????? Now appears in the dropdown box
System displays the "Upload Attachment(s)" page. The page contains top navigation: - eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit
The content Below the text there is a message "Select OPEID" and a dropdown box with all OPEIDs in the
Group. Below that, there is the File field and Browse button; Checkboxes for Type (Audited
Financial
Statements, Compliance Audit, Corrective Action Plan, All (Co
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System displays window that allows user to browse their computer and select a file to upload.

System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.

### Field accepts input

System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet

### System re-displays the Upload Attachments page

<OPEID> is displayed in the dropdown box

System displays window that allows user to browse their computer and select a file to upload.

System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.

## Field accepts input

System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet

System displays the "Submit" page.
The page contains top navigation: eZ-Audit Home, Help, and Logout.
Left navigation consists of:
- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit.
The contents area of the

By clicking the "Submit to ED" button below, I certify that I am the individual currently
signed into this system on behalf of the institution, and that I am authorized to submit this
information on behalf of the institution. I also certify that, to the b
The "Select All" box is checked
System displays the "Institution Home" page with the following text message displayed below
the heading:
Your Submission has been received by the Department of Education. You will be contacted if
additional information is needed after the submission has p
System displays the Logout Page with a Login Page
System displays the eZ-Audit Home Page
Username is displayed in the username field.
Password is displayed in the password field with *s
System presents the "Institution Home Page." The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
The page also contains left payigation links with the headings.
The page also contains left navigation links with the headings:  Create Annual Submission
Other Submission
Administration
AUHHIBHAHUH

System displays the "Financial Statements" page. The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit
The c
3. Review Auditor Information:
- Records indicate your Current Auditor is: < Pricewaterhouse 1111111111>
- Is this information correct? (Yes/No)
- Enter Auditor TIN:
4. Are your financial statements prepared in accordance with Generally Accepted Accoun
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System displays the "Statement of Financial Position Data page with breadcrumbs displayed
to allow the user to navigate back to the Financial Statements Page. Displayed immediately
below the breadcrumbs is the heading "Statement of Financial Position Dat
Accounts Payable, Refunds Payable, Student Deposits and Advances, Accrued Expenses,
Deferred Tuition, Lines of Credit, Current Portion of Long-Term Debt, Capital Lease
Obligations, Long-Term Debt, Post Employment & Post Retirement Benefits, Minimum Pensio
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System refreshes "Statment of Financial Position" page with values previously entered pre-
populated and the calculated fields pre-populated. Calculated fields and values are:
Net Accounts Receivable: <602,711>
Net Property & Equipment including capita
System saves Statement of Financial Position data entered and displays the "Statement of
Activities" page with breadcrumbs displayed to allow the user to navigate back to the
Financial Statements Page. Displayed immediately below the breadcrumbs is the h
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Field accepts input
System refreshes "Statement of Activities" page with values previously entered pre- populated
and the calculated fields pre-populated. Calculated fields and values are:
Total Unrestricted Revenues: <7,647,213>
Total Unrestricted Expenses: <6,814,727>
Cha
System displays the "Compliance Audit Information" page. The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Financial Statements
- Compliance Audit
- Comepleteness Checklist
- Upload Attachments
- Submit
The
A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The follo
8. For internal control over major programs: - a) were material weaknesses identified? (Yes/No)
- b) were reportable conditions identified that are not considered to be material weaknesses?
(Yes/None Reported)
9. Were there audit findings in the previous
Field accepts input
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System redisplays the Compliance Audit Page
<opeid> is displayed in the dropdown box</opeid>
System displays the "Checklist" page. The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit
The contents area of th
Text labels displayed in Section 1 are: - Statement of Financial Position
- Statement of Activities
- Cash Flows Statement
- Cash Flows Statement - Notes to Financial Statements
- Independent Auditors Report
- Independent Auditors Report on Compliance and on Internal Control ov

Section (3), Contact Information/Additional Notes, contains:
- A Message displaying: "Please let us know who to contact with questions regarding this
submission."
- Financial Statement Contact
- Name
- Email
- Compliance Audit Contact
- Name
- Email
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Field accepts input

System displays the Checklist page

OPEID ??????? Now appears in the dropdown box

System displays the "Upload Attachment(s)" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

#### The content

Below the text there is a message "Select OPEID" and a dropdown box with all OPEIDs in the Group. Below that, there is the File field and Browse button; Checkboxes for Type (Audited Financial

Statements, Compliance Audit, Corrective Action Plan, All (Co

System displays window that allows user to browse their computer and select a file to upload.

System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.

## Field accepts input

System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet

System re-displays the Upload Attachments page

<OPEID> is displayed in the dropdown box

System displays window that allows user to browse their computer and select a file to upload.

System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.

Field accepts input

System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet

System displays the "Submit" page.

The page contains top navigation: eZ-Audit Home, Help, and Logout.

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit.

The contents area of the

By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the b

The boxes next to "unconsolidated locator" and "unconsolidated member" are checked

System displays the "Institution Home" page with the following text message displayed below the heading:

Your Portion of the Annual Submission has been received by the Department of Education. OPEID has not yet submitted Compliance Audit

Also displayed in

System displays the Logout Page with a Login Page

System displays the eZ-Audit Home Page

Username is displayed in the username field.

Password is displayed in the password field with \*s

System presents the "Institution Home Page." The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

The page also contains left navigation links with the headings:

Create Annual Submission

Other Submission

Administration

- eZ-Audit Home - Help - Logout Left navigation consists of: - Compliance Audit - Comepleteness Checklist - Upload Attachments - Submit The contents area of the pa  A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The follo 8. For internal control over major programs: - a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were there audit findings in the previous Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input	System displays the "Compliance Audit Information" page. The page contains top na	vigation:
Left navigation consists of:  Compliance Audit  Completeness Checklist  Upload Attachments  Submit  The contents area of the pa  A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The follo  For internal control over major programs:  a) were material weaknesses identified? (Yes/No)  b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)  Were there audit findings in the previous  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input	- eZ-Audit Home	O
Left navigation consists of:  - Compliance Audit  - Completeness Checklist  - Upload Attachments  - Submit  The contents area of the pa  A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The follo  8. For internal control over major programs:  - a) were material weaknesses identified? (Yes/No)  - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)  9. Were there audit findings in the previous  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input	- Help	
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- Compliance Audit - Compeleteness Checklist - Upload Attachments - Submit The contents area of the pa  A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The follo 8. For internal control over major programs: - a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were there audit findings in the previous Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input	<del>y</del>	
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-Submit The contents area of the pa  A grid appears listing all Institutions in the School Group with information on each Institution including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The follo 8. For internal control over major programs: - a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were there audit findings in the previous Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input		
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including: OPEID, Name, Locator Status, City, and State. Each Institution Name will be a hyperlink to the Compliance Audit of each Member School. The follo 8. For internal control over major programs: - a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were there audit findings in the previous Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input	The contents area of the pa	
hyperlink to the Compliance Audit of each Member School. The follo  8. For internal control over major programs:  - a) were material weaknesses identified? (Yes/No)  - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)  9. Were there audit findings in the previous  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input		
8. For internal control over major programs: - a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were there audit findings in the previous Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input		be a
- a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were there audit findings in the previous Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input		
- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were there audit findings in the previous Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input  Field accepts input	,	
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9. Were there audit findings in the previous Field accepts input Field accepts input Field accepts input Field accepts input Field accepts input Field accepts input Field accepts input Field accepts input		iesses?
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System displays the "Checklist" page. The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit
The contents area of the page has the heading Text labels displayed in Section 1 are:
- Statement of Financial Position
- Statement of Activities
- Cash Flows Statement
- Notes to Financial Statements
- Independent Auditors Report
- Independent Auditors Report on Compliance and on Internal Control ov
Section (3), Contact Information/Additional Notes, contains:
- A Message displaying: "Please let us know who to contact with questions regarding this
submission."
- Financial Statement Contact
- Name
- Email
- Compliance Audit Contact
- Name
- Email
Field accepts input

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Field accepts input
System displays the "Upload Attachment(s)" page. The page contains top navigation:  - eZ-Audit Home  - Help  - Logout  Left navigation consists of:  - Compliance Audit  - Completeness Checklist  - Upload Attachments  - Submit  The contents area of the page has  Below the text there is a message "Select OPEID" and a dropdown box with all OPEIDs in the Group. Below that, there is the File field and Browse button; Checkboxes for Type (Audited Financial  Statements, Compliance Audit, Corrective Action Plan, All (Co  System displays window that allows user to browse their computer and select a file to upload

System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.

Field accepts input

System re-displays the "Upload Attachment(s)" page with an error message that members cannot submit all

"Compliance Audit" is checked

System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet

System displays the "Submit" page.

The page contains top navigation: eZ-Audit Home, Help, and Logout.

Left navigation consists of:

- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit.

The contents area of the page has the heading "

By clicking the "Submit to ED" button below, I certify that I am the individual currently signed into this system on behalf of the institution, and that I am authorized to submit this information on behalf of the institution. I also certify that, to the b

The box next to "Select All" is checked

System displays an error message that a member school may not submit for all Institutions of a School Group

The box next to <OPEID> is checked

System displays the "Institution Home" page with the following text message displayed below the heading:

Your Portion of the Annual Submission has been received by the Department of Education.

You will be contacted if additional information is needed afte

System displays the Logout Page with a Login Page

System displays the eZ-Audit Home Page

Username is displayed in the username field.

Password is displayed in the password field with \*s

System presents the "Institution Home Page." The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

The page also contains left navigation links with the headings:

Create Annual Submission

Other Submission

Administration

System displays the "Financial Statements" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

The c

3. Review Auditor Information:
- Records indicate your Current Auditor is: < Pricewaterhouse 111111111>
- Is this information correct? (Yes/No)
- Enter Auditor TIN:
4. Are your financial statements prepared in accordance with Generally Accepted Account
Field accepts input
Field accepts input
Field accepts input
ricia accepto input
Field accepts input

Field accepts input		
Field accepts input		
Field accepts input		
Field accepts input		
Field accepts input		
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Field accepts input		
Field accepts input		

System displays the "Compliance Audit Information" page.	The page contains top navigation:
- eZ-Audit Home	
- Help	
- Logout	
Left navigation consists of:	
- Financial Statements	
- Compliance Audit	
- Completeness Checklist	
- Upload Attachments	
- Submit	
The c	
1	

2a. Indicate the Title IV program(s) in which your institution participates: (Checklist)
FSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268
2b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No)
3. In
8. For internal control over major programs:
- a) were material weaknesses identified? (Yes/No)
<ul><li>- a) were material weaknesses identified? (Yes/No)</li><li>- b) were reportable conditions identified that are not considered to be material weaknesses?</li></ul>
<ul><li>- a) were material weaknesses identified? (Yes/No)</li><li>- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)</li></ul>
<ul> <li>- a) were material weaknesses identified? (Yes/No)</li> <li>- b) were reportable conditions identified that are not considered to be material weaknesses?</li> <li>(Yes/None Reported)</li> <li>9. Were there audit findings in the previous</li> </ul>
<ul><li>- a) were material weaknesses identified? (Yes/No)</li><li>- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)</li></ul>
<ul> <li>- a) were material weaknesses identified? (Yes/No)</li> <li>- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)</li> <li>9. Were there audit findings in the previous</li> <li>Field accepts input</li> </ul>
<ul> <li>- a) were material weaknesses identified? (Yes/No)</li> <li>- b) were reportable conditions identified that are not considered to be material weaknesses?</li> <li>(Yes/None Reported)</li> <li>9. Were there audit findings in the previous</li> </ul>
<ul> <li>- a) were material weaknesses identified? (Yes/No)</li> <li>- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)</li> <li>9. Were there audit findings in the previous</li> <li>Field accepts input</li> </ul> Field accepts input
<ul> <li>- a) were material weaknesses identified? (Yes/No)</li> <li>- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)</li> <li>9. Were there audit findings in the previous</li> <li>Field accepts input</li> </ul>
- a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were there audit findings in the previous Field accepts input  Field accepts input
<ul> <li>- a) were material weaknesses identified? (Yes/No)</li> <li>- b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported)</li> <li>9. Were there audit findings in the previous</li> <li>Field accepts input</li> </ul> Field accepts input
- a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were there audit findings in the previous Field accepts input  Field accepts input
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The system redisplays the Compliance Audit Page
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System displays the "Checklist" page. The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit
The contents area of th

Select Compliance Audit <opeid> (Dropdown box containing all OPEIDs of the School Group)  - Schedule of Expenditures of Federal Awards - Corrective Action Plan  - Schedule of Findings &amp; Questioned Costs - Summary schedule of prior year audit findings</opeid>
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System displays the "Upload Attachment(s)" page. The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit
The content
Below the text there is a Select OPEID dropdown box.
Below that are File field and Browse button; Checkboxes for Type (Audited Financial
Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and
Corrective Action plan, if app
System displays window that allows user to browse their computer and select a file to upload
System re-displays the "Upload Attachment(s)" page with the file that was selected shown in
the text box to the left of the "Browse" button.

## Field accepts input

System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet

## The system displays the Upload Attachment page

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System displays window that allows user to browse their computer and select a file to upload.

System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.

#### Field accepts input

System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet

System displays the "Submit" page.

The page contains top navigation: eZ-Audit Home, Help, and Logout.

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit.

The contents area of the

Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit
Guide, or OMB Circular A-133 as appropriate.
Once submitted, you will only have read access to the data.
REMINDER: OMB still requires submission of A-133 reports (pub
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The checkbox next to "Select All" is checked
System displays the "Institution Home" page with the following text message displayed below
the heading:
Your Submission has been received by the Department of Education. You will be contacted if
additional information is needed after the submission has p
System displays the Logout Page with a Login Page
System displays the eZ-Audit Home Page
Username is displayed in the username field.
Password is displayed in the password field with *s
System presents the "Institution Home Page." The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
The page also contains left navigation links with the headings:

Create Annual Submission

Other Submission Administration

System displays the "Financial Statements" page. The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit
The c
3. Review Auditor Information:
- Records indicate your Current Auditor is: < Pricewaterhouse 1111111111>
- Is this information correct? (Yes/No)
- Enter Auditor TIN:
4. Are your financial statements prepared in accordance with Generally Accepted Account
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System displays the "Compliance Audit Information" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The c  2a. Indicate the Title IV program(s) in which your institution participates: (Checklist) FSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268 2b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No) 3. In
8. For internal control over major programs: - a) were material weaknesses identified? (Yes/No) - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 9. Were there audit findings in the previous
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- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit
The contents area of th

Select Compliance Audit <opeid> (Dropdown box containing all OPEIDs of the School</opeid>
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- Schedule of Expenditures of Federal Awards
- Corrective Action Plan
'- Schedule of Findings & Questioned Costs
- Summary schedule of prior year audit findings
<u>- In</u>
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Field accepts input
The system redisplays the Checklist Page

## <OPEID> is displayed in the dropdown box

System displays the "Upload Attachment(s)" page. The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit

#### The content

Below the text there is a Select OPEID dropdown box.

Below that are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and Corrective Action plan, if app

System displays window that allows user to browse their computer and select a file to upload.

System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.

# Field accepts input

System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet

## The system displays the Upload Attachment page

<OPEID> is displayed in the dropdown box

System displays window that allows user to browse their computer and select a file to upload.

System re-displays the "Upload Attachment(s)" page with the file that was selected shown in the text box to the left of the "Browse" button.

## Field accepts input

System re-displays the "Upload Attachment(s)" page with a table displayed at the bottom of the page that shows files uploaded. The table has the following column headings: Attached File(s) and Type. Also available for each file in the table is a "Delet

System displays the "Submit" page.

The page contains top navigation: eZ-Audit Home, Help, and Logout.

Left navigation consists of:

- Financial Statements
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit.

The contents area of the

Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate.

Once submitted, you will only have read access to the data.

REMINDER: OMB still requires submission of A-133 reports (pub

The checkboxes next to "unconsolidated locator" and "unconsolidated member" is checked

System displays the "Institution Home" page with the following text message displayed below the heading:

Your portion of the Annual Submission has been received by the Department of Education.

You will be contacted if additional information is needed afte

System displays the Logout Page with a Login Page

System displays the eZ-Audit Home Page

Username is displayed in the username field.

Password is displayed in the password field with \*s

System presents the "Institution Home Page." The page contains top navigation:

- eZ-Audit Home
- Help
- Logout

The page also contains left navigation links with the headings:

Create Annual Submission

Other Submission

Administration

System displays the "Compliance Audit Information" page. The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit
The contents area of the pag
2a. Indicate the Title IV program(s) in which your institution participates: (Checklist)
FSEOG 84.007, FFELP 84.032, FWS 84.033, FPL 84.038, Pell 84.063, FDLP 84.268
2b. Was the Student Financial Aid Cluster audited as a major program? (Yes/No)
3. In
8. For internal control over major programs:
- a) were material weaknesses identified? (Yes/No)
- b) were reportable conditions identified that are not considered to be material weaknesses?
(Yes/None Reported)
9. Were there audit findings in the previous
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System displays the "Checklist" page. The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit
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- Schedule of Expenditures of Federal Awards - Corrective Action Plan
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- Summary schedule of prior year audit findings - In
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System displays the "Upload Attachment(s)" page. The page contains top navigation:
- eZ-Audit Home
- Help
- Logout
Left navigation consists of:
- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit
The contents area of the page has Below the text there is a Select OPEID dropdown box.
Below that are File field and Browse button; Checkboxes for Type (Audited Financial
Statements, Compliance Audit, Corrective Action Plan, All (Complete A-133 report and
Corrective Action plan, if app
System displays window that allows user to browse their computer and select a file to upload.
System re-displays the "Upload Attachment(s)" page with the file that was selected shown in
the text box to the left of the "Browse" button.
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System re-displays the "Upload Attachment(s)" page with an error message that members
cannot submit all

## Field accepts input

System displays the "Submit" page.

The page contains top navigation: eZ-Audit Home, Help, and Logout.

Left navigation consists of:

- Compliance Audit
- Completeness Checklist
- Upload Attachments
- Submit.

The contents area of the page has the heading "

Your submission must have been prepared in accordance with 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133 as appropriate.

Once submitted, you will only have read access to the data.

REMINDER: OMB still requires submission of A-133 reports (pub

The checkboxes next to "unconsolidated member2" is checked

System displays the "Institution Home" page with the following text message displayed below the heading:

Your portion of the Annual Submission has been received by the Department of Education. Also displayed in the "Notifications" section is the following

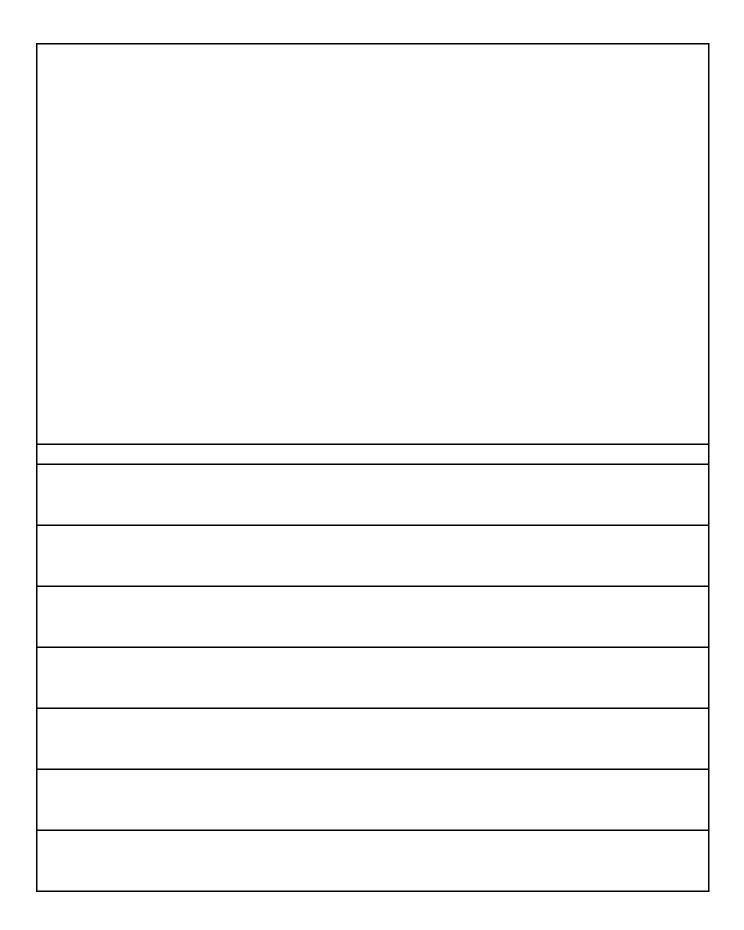
System displays the Logout Page with a Login Page

System displays the eZ-Audit Home Page

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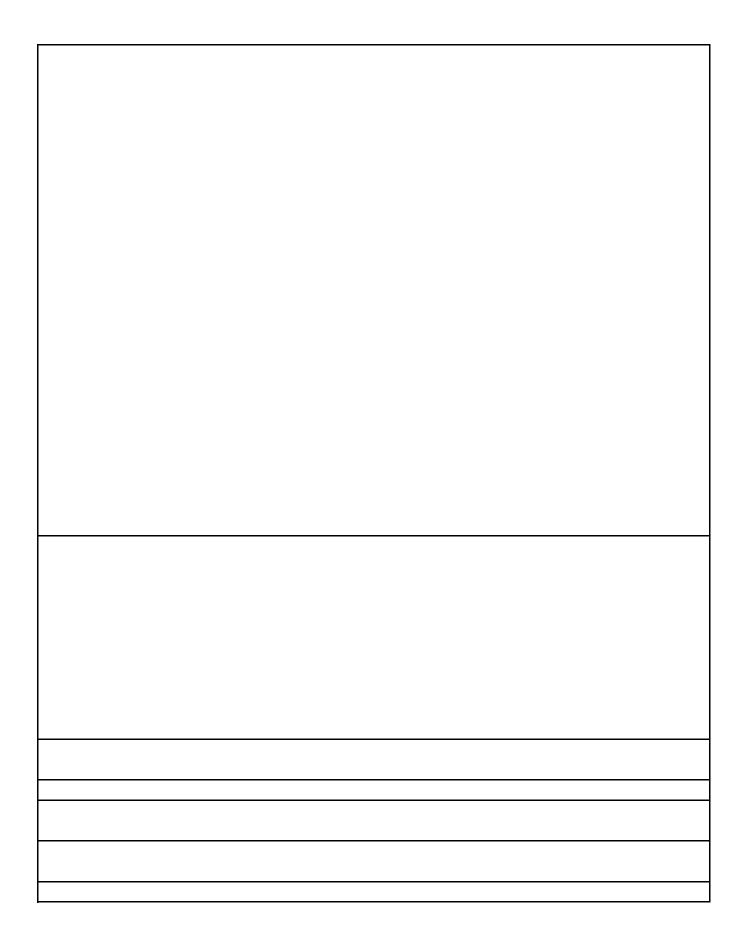
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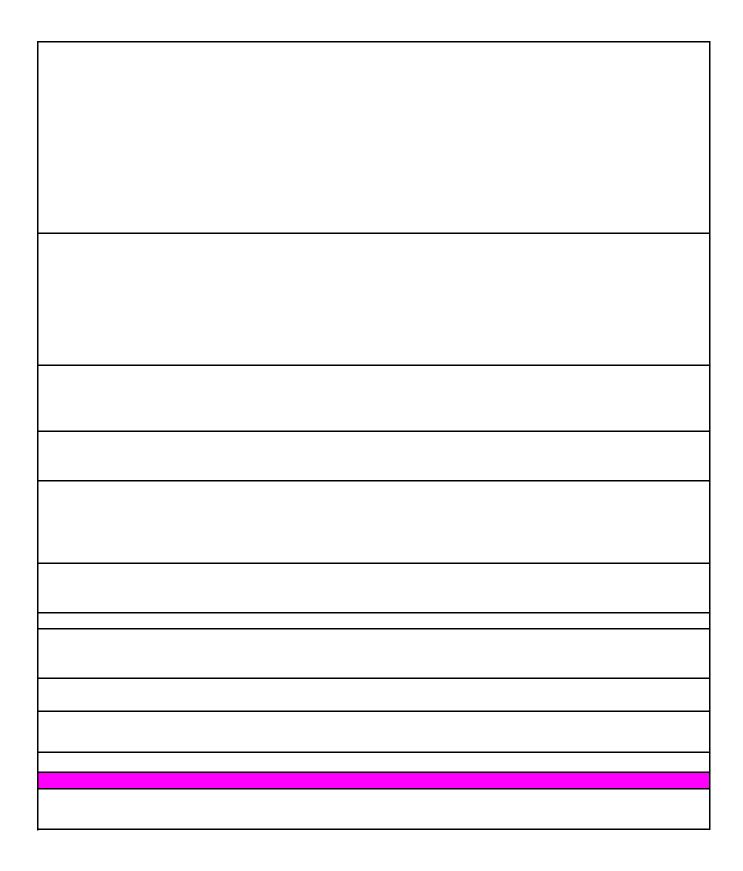
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